

IBM

Electronic Typewriter 50

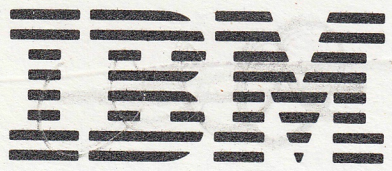
Operating Instructions



The instructional material in this book describes basic procedures for using the IBM Electronic Typewriter 50. However, the principles involved are adaptable to many different procedures.

All names used in this training book are purely fictitious and any resemblance to living persons is coincidental.

References in this publication to IBM products, programs, or services do not imply that IBM intends to make these available outside the United States.



Electronic Typewriter 50

Operating Instructions

PREFACE

Your IBM Electronic Typewriter 50 represents typing ease and efficiency. Now the power of electronics provides you with a number of unique features.

The IBM Electronic Typewriter 50 has the capability for full-line automatic error correction; triple pitch at the flick of a lever; and automatic formatting, including such features as centering, word and continuous underscore, indent, column layout, and number alignment.

By electronically eliminating many of the time-consuming typing tasks, the IBM Electronic Typewriter 50 will make it easier for you to do a lot more in a lot less time.

INTRODUCTION

This book is a “self-pace program” written so that you can teach yourself to use the IBM Electronic Typewriter 50.

It is divided into four sections:

- Basic Information
- Applications
- Refinements
- Typewriter Features/Index

In addition to the book, there is a set of instruction cards attached beneath the typewriter. These cards will be used along with the book as part of your training. After training is completed, these cards can be used as a quick reference.

Follow these guidelines:

- Read every page. The information is presented in small, easy steps with instructions to do shown like this:

Continue reading these guidelines.

- Do the exercises. Follow the instructions exactly as they are given. Repeat an exercise if it will help you learn.
- Review any time you wish. You should be confident of the previous material before going ahead.
- If you have a question:
 - Use this book as a reference.
 - Use the instruction cards located beneath the typewriter.
 - If you don't find the answer, call your IBM representative.

TYPEWRITER FEATURES

On/Off Controls

The IBM Electronic Typewriter 50 is equipped with two On/Off controls — the Power switch and the typewriter On/Off control.

The Power switch supplies the electricity required to save the margin and tab settings you have set in the typewriter.

- The switch is moved away from you (toward the typewriter) to turn the power on.
- The plastic cover for the power switch is to keep someone from accidentally turning the power off.

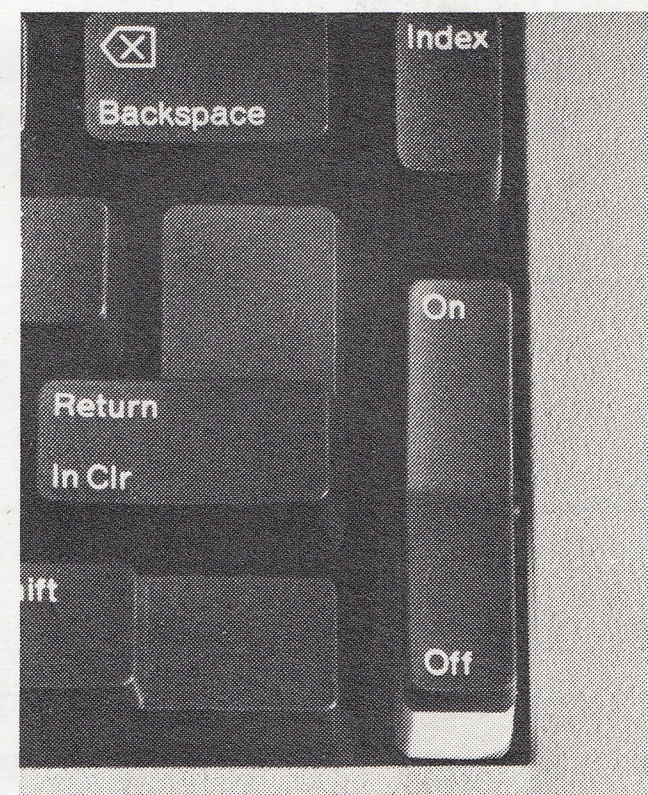
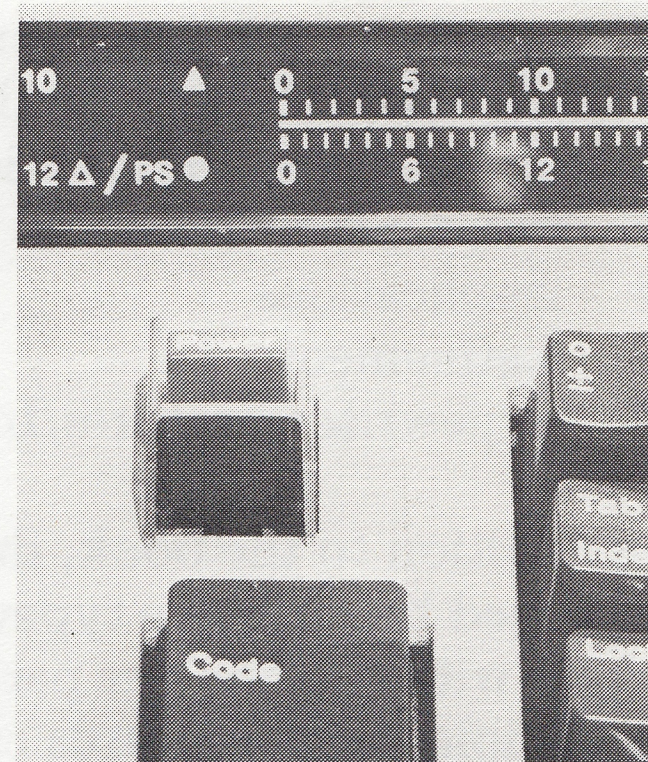
Turning the power off clears all margin and tab settings.

The typewriter On/Off control activates the keyboard. The carrier moves to “0” on the margin scale or to the left margin.

- Use the typewriter On/Off control when you want to turn the typewriter off yet save margin and tab settings.

To use the typewriter, both the Power switch and the typewriter On/Off control must be on.

Turn the typewriter on. If it is already on, turn it off, then on again.



Pitch Selection

The IBM Electronic Typewriter 50 is a triple-pitch typewriter. You can choose pica (10 characters per inch), elite (12 characters per inch), or proportional spacing (characters vary in width).

Pica

The rapid pace of business today demands production from all office systems.

Elite

The rapid pace of business today demands production from all office systems.

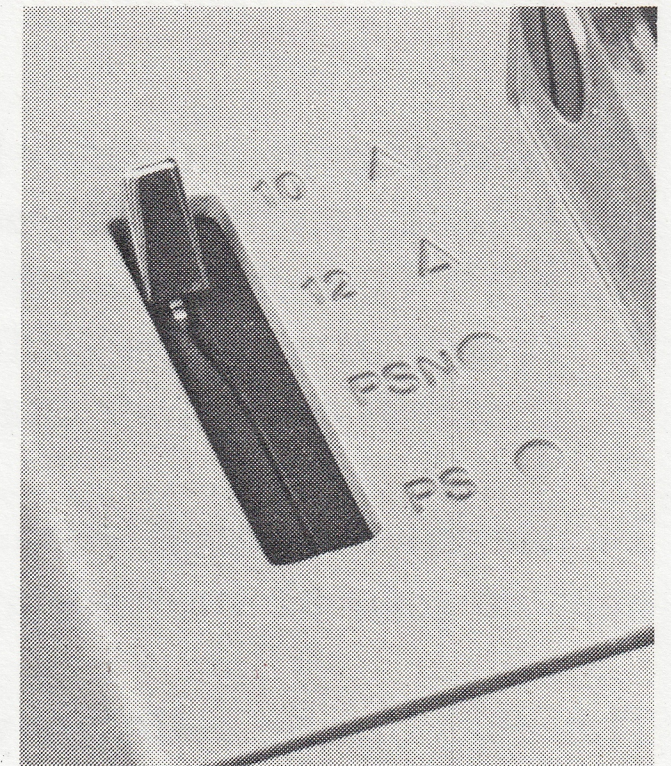
Proportional Spacing

The rapid pace of business today demands production from all office systems.

Pitch Selection Lever

The pitch selection lever sets the typewriter spacing. It has four positions:

Lever Position	
10	Pica
12	Elite
PSN	Proportional spacing with numbers
PS	Proportional spacing



Changing Typing Elements

The typing element can be changed in seconds. Use an element with a ▲ when typing in 10 pitch, a △ when typing in 12 pitch, and a ● when typing in PS or PSN.

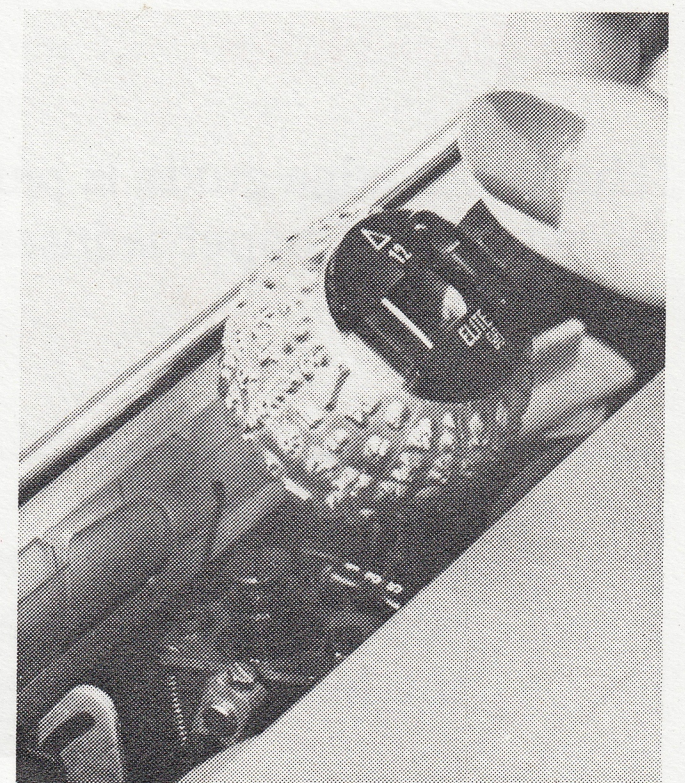
Only typing elements with *yellow* labeling on the top may be used on the IBM Electronic Typewriter 50.

To remove an element:

1. Raise the acoustical filter hood.
2. Tap the shift key to be sure it is in lower case.
3. Lift the element release lever to the open position — until you hear the click.
4. Using the lever, raise the element *straight up* off the element post.

To put on an element:

1. Tap the shift key.
2. Using the element release lever, place the element on the element post with the yellow dot or triangle pointing to the platen.
3. Once the element is in position, close the lever.
4. Lower the acoustical filter hood.



1. Place an element of your choice — 10, 12, or proportional spacing — on the typewriter.
2. Set the pitch selection lever to match the element pitch.

End-of-Page Indicator

The end-of-page indicator has three purposes:

- It tells you how far you are from the bottom of a standard 8½ x 11-inch (215.9 x 279.4 mm) sheet of paper.
- It supports the paper for easy viewing.
- It serves as a paper edge guide for paper insertion.

To use the indicator, raise it to the upright position and slide the marked scale all the way up until it locks in place.

The lines on the scale tell you how many inches remain to the bottom of the page. For example, when the top edge of the paper reaches the white line at the bottom of the scale, there are approximately two and one-half inches of space remaining on the paper. When the top edge of the paper reaches “0” on the scale, no space remains. The shorter lines on the scale designate half-inch positions.

When not in use, the end-of-page indicator can be folded down.

Paper Edge Guide

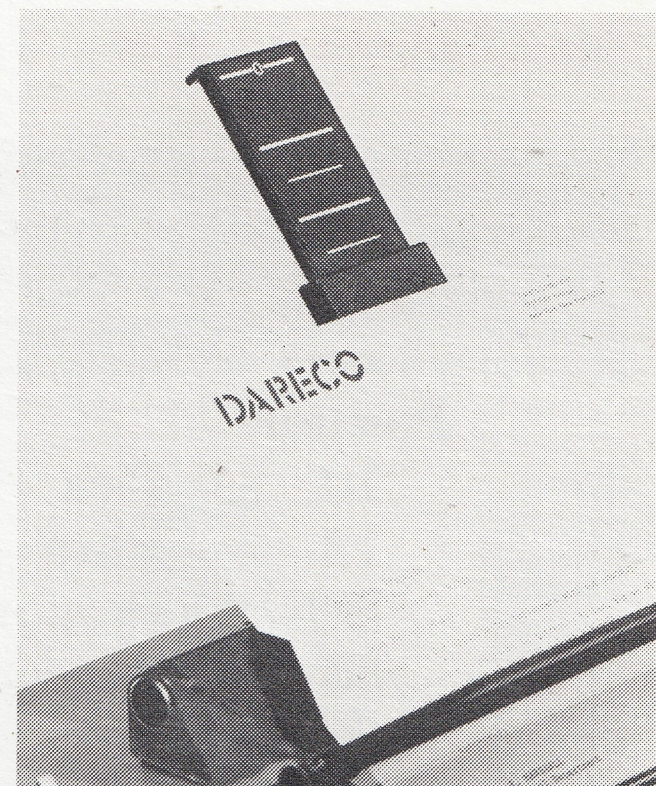
The paper edge guide is part of the end-of-page indicator. It may be set so that paper is inserted at the left or centered in the typewriter.

Move the end-of-page indicator so that the paper edge guide is aligned with the heavy white line at the left edge of the paper centering scale.

If you wish to use the end-of-page indicator, slide the scale all the way up.

WARNING: Keep hair and personal objects (such as bracelets, necklaces, neckties, etc.) out of the printing and ribbon area when the machine is on.

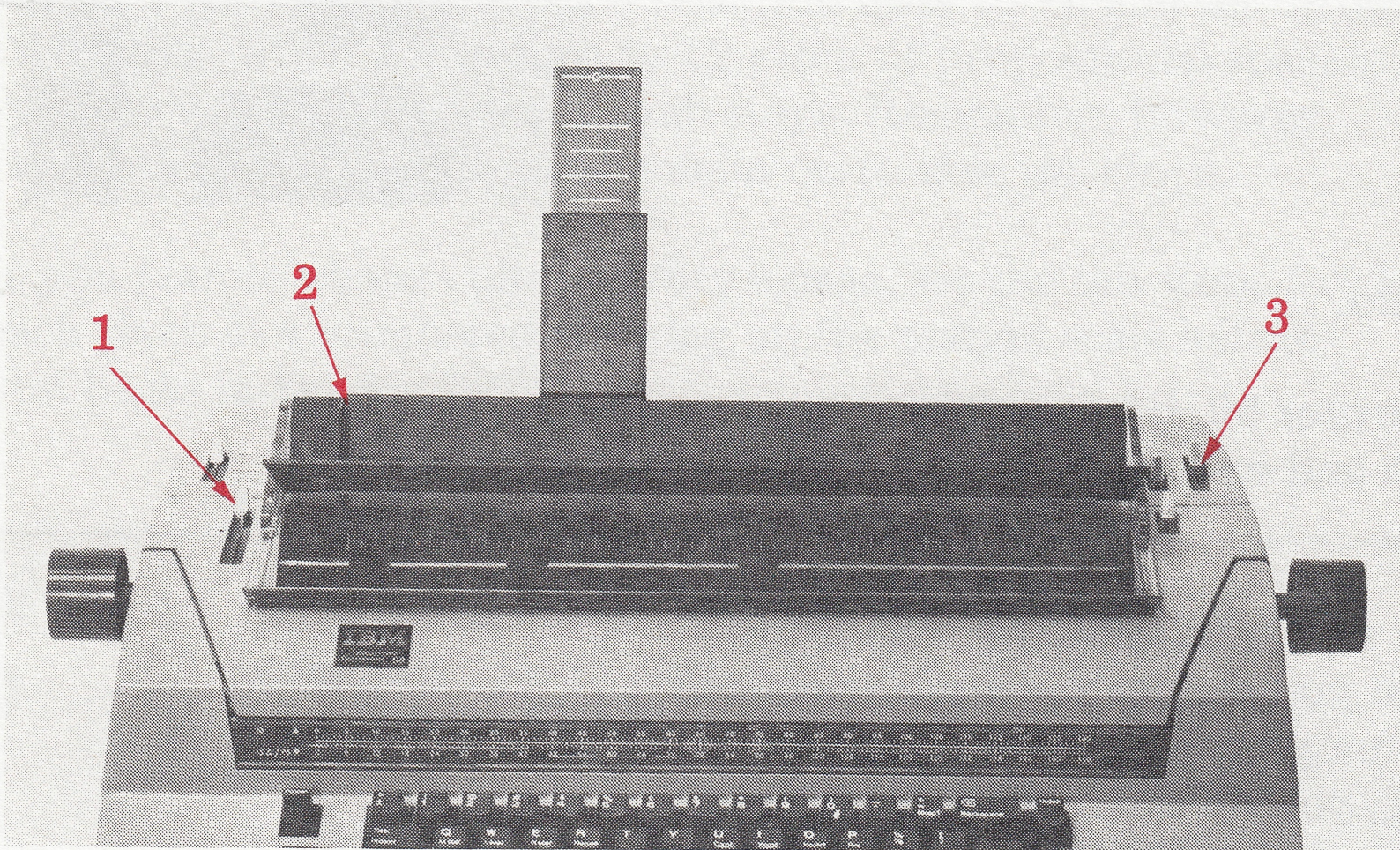
In order to prevent long hair, fingers, and personal articles from getting caught on the rotating shaft in the machine, you should comply with this warning and ensure that other persons do also.



Paper Insertion

To insert paper in the IBM Electronic Typewriter 50:

- Pull the paper bail lever (1) forward.
- Align the paper against the paper edge guide (2).
- Depress the Index key or turn the platen knob to insert paper into the typewriter.
- Push the paper bail lever back.

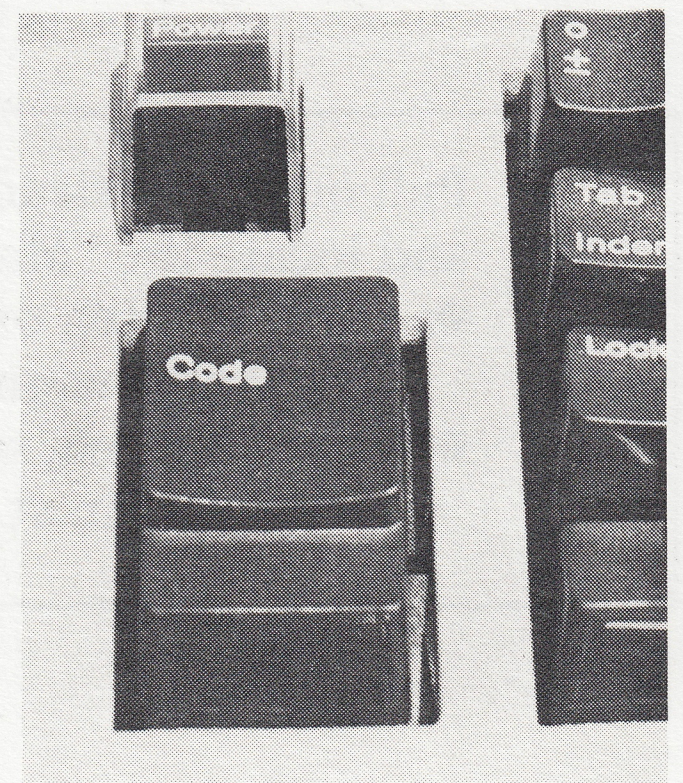


To remove paper, pull the paper release lever (3) forward and remove the paper.

Insert a sheet of paper into the typewriter.

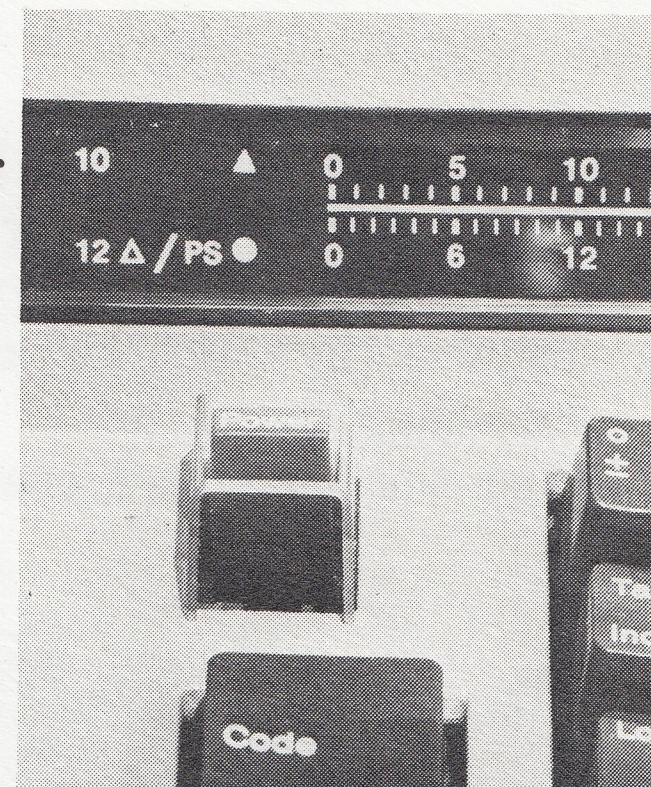
Code Key

Some of the keys on the IBM Electronic Typewriter 50 serve a dual purpose. The Code key, located on the left side of the keyboard, must be held down as you tap the appropriate character key to enter a special instruction.



Margin Scales

The IBM Electronic Typewriter 50 has two margin scales: one for pica spacing (10), and one for elite and proportional spacing (12/PS). Both scales are numbered in half-inch increments.



Margins

Margins are set at the keyboard.

On the IBM Electronic Typewriter 50, it is possible to store two sets of margins — one for 10 pitch and one for 12 pitch/proportional spacing (PS).

This means that margins you set for 12 pitch or proportional spacing are saved even though you change the pitch selection lever to 10 and set different margins. When you return to 12 pitch or proportional spacing, you do not have to reset the margins. Remember, however, that the Power switch must remain on to save margin settings.

After using the margin release, hold down the Code key and tap the Backspace key or carrier return to move past the left margin.

When typing, the carrier does not lock at the right margin. Instead, a bell rings approximately one-half inch from the right margin.

Pull out the instruction cards beneath the typewriter and locate the “Margins” card.

- For 12 pitch or PS, set the left margin at 18 and the right margin at 90.
- For 10 pitch, set the left margin at 15 and the right margin at 75.

Tabs

Tab stops are also set and cleared at the keyboard.

You may set as many as 18 tab stops in both 10 pitch and 12 pitch or proportional spacing.

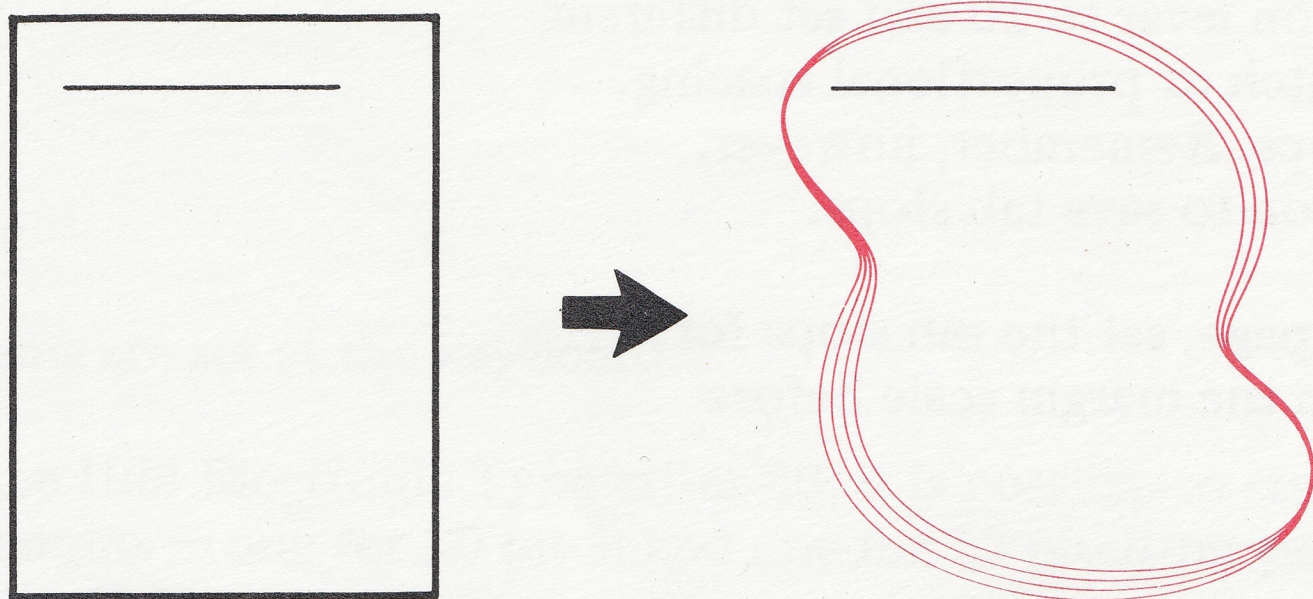
Tab stops set for 12 pitch or proportional spacing are saved even though you change the pitch selection lever to 10 and set different tab stops. When you return to 12 pitch or proportional spacing, you do not have to reset the tab stops. Remember, however, that the Power switch must remain on to save tab stops.

If you plan to change pitch *within* a page, set the tab stops for each pitch at a numbered marking on the margin scale before you begin to type.

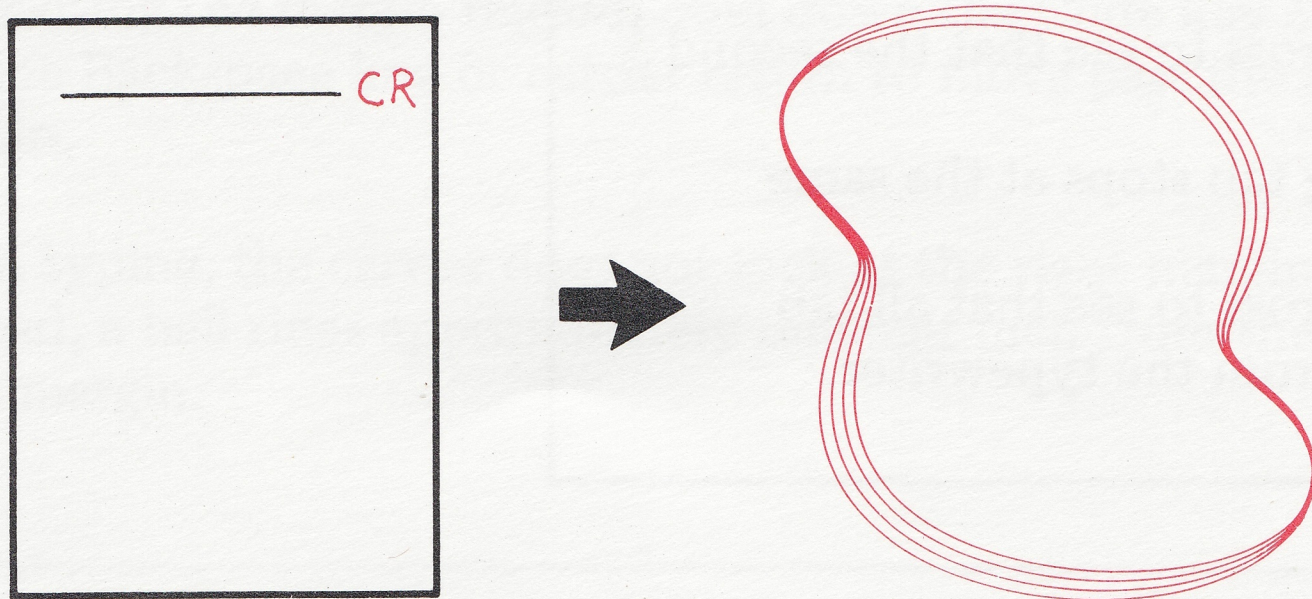
1. Refer to the cards beneath the typewriter and locate the "Tabs" card.
2. Set tab stops as follows:
 - 12/PS = 24, 30, 50
 - 10 = 20, 25, 42
3. Carrier return and tab across to see that the tab stops are set.
4. Clear the second tab stop.
5. Carrier return and tab across to see that the second tab stop has been cleared.
6. Clear all of the remaining tab stops at the same time.
7. Carrier return and tab across to see that all tab stops have been cleared from the typewriter.

Memory

The IBM Electronic Typewriter 50 is more than a typewriter. It has *one line of memory*. As you type a line, the typed characters for that line appear on the paper and are held in the memory.

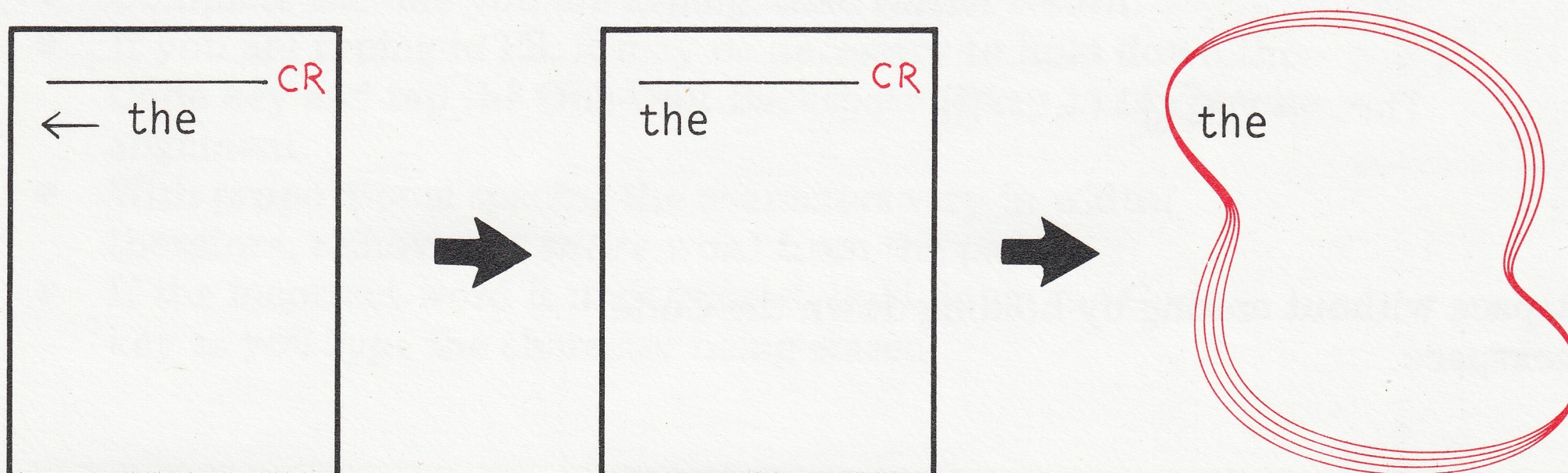


When you carrier return at the end of a line, the typewriter no longer “remembers” the typed characters.



Character Storage

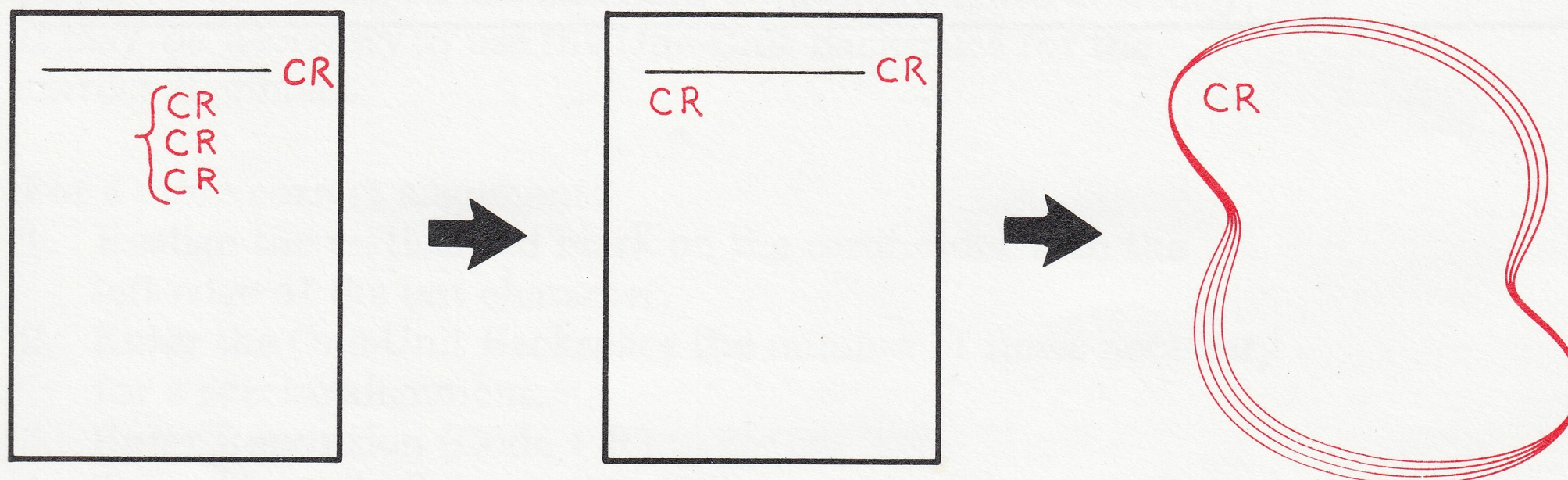
In addition to the line of memory, the IBM Electronic Typewriter 50 has character storage. This allows you to type as the carrier is returning to the left margin. Up to 15 characters may be typed into character storage. The typewriter prints these stored characters when the carrier reaches the left margin.



The character storage feature also applies as you move from one tab stop to the next. Characters typed while the carrier is moving will be stored to print when the tab stop is reached.



Only 15 characters can be held in character storage. Therefore, if you were to type 17 characters as the carrier returned to the left margin, only the last two characters typed would print on the paper.

During a carrier return, only one additional carrier return or index can be typed. Any additional carrier returns, indexes, or characters are ignored and do not print.



Correcting Errors


Automatic Error Correction

As you type, errors you catch immediately can be corrected by tapping the automatic Erase key () to the error and retyping from that point. Tapping  backs up the carrier and removes one character at a time from the paper and memory.*

Thr +  = Th

You can backspace without erasing by holding down the Code key as you backspace.

Type the paragraph below to practice correcting immediate errors.

- Set a tab stop for the paragraph indentation.
- Type the exercise, including the deliberate errors which are circled.
- When you reach the check mark (✓), use  to correct the error; retype from that point.
- Correct any of your own errors. Disregard any errors you find after the carrier has returned.
You will learn how to correct these errors later.

It is the human siklls epitomized in our labor resources which are teh country's greatest assets. Most Americans believe that work is not only worth doing but tht it is worth doing well.

*Additional information on error correction is found in the Refinements section.

To Correct Errors On Previous Lines

Reposition

Reposition (Repos) is used to correct errors discovered in previous lines, especially when using proportional spacing.*

When using reposition:

- Complete the line you are typing, then carrier return.
- If you are typing in PS, it may be necessary to hold down the Code key and tap the One-Unit Backspace (Bksp 1) for precise alignment.
- With proportional spacing the characters vary in width; therefore, remove the *entire* word from the paper.
- If the incorrect word is underscored, hold down the Code key as you type the character being erased.

1. Type the exercise below, including the deliberate errors which are circled.
2. Finish typing the line with the error and carrier return; then roll back the paper and correct the error using the Reposition instruction.
3. Refer to the "Reposition" instruction card for steps.

The Reposition instruction allows you to correct errors that you do not notice until you start typing teh next line. The short red vertical mark on the far left side of the cardholder shoudl be aligned at the left edge of the last character in the word. One-Unit Backspace may be used for precise alignment.

If the character was not erased after you followed the reposition steps, the red mark on the cardholder was not aligned correctly. It may be necessary to use the One-Unit Backspace for the correct alignment.

For a more correct alignment:

1. Realign the vertical red mark on the cardholder with the left edge of the last character.
2. Enter the One-Unit Backspace the number of times necessary for a precise alignment.
3. Enter Reposition (Code + R).
4. Tap Automatic Erase; tap the incorrect character.
5. Repeat step 4 until the entire word is erased.

*If using 10 or 12 pitch, refer to page 29 (No Print) for steps on correcting errors on previous lines.

CENTERING

Lines may be centered automatically. Instead of backspacing once for every two characters on the line being centered:

1. Tab (and/or space) to the center point.
2. Type a Center (Ctr) instruction.
3. Type the line to be centered as you want it to appear on your paper.
 - Nothing prints as you type the line; however, the carrier backspaces a half space for each character that you type.
 - The bell rings one-half inch from the left margin as you type the line.
4. Type a Print (Prt) instruction.*

If you make a mistake while typing:

- Enter the Ctr instruction again. This moves the carrier to the centering point.
- Retype the line.

To delete a Ctr instruction entered accidentally:

- Carrier return, or
- Enter a Prt instruction.
 - Using Print to clear a Ctr instruction causes any text typed after the Ctr instruction to print on your paper.

1. Refer to the instruction cards and locate the "Center" card.
2. Clear all tab stops set in the typewriter.
3. Set a tab stop as follows:
 - 12/PS = 50
 - 10 = 42
4. Center the following lines:

INTERNATIONAL BUSINESS MACHINES CORPORATION

Franklin Lakes, New Jersey

*It is possible to type up to 15 characters into character storage as a centered line is printing.

UNDERSCORING

Word Underscore


The Word Underscore (Word) instruction provides automatic underscoring of individual words.

One or more words may be underscored.

Continuous Underscore

The Continuous Underscore (Cont) instruction provides automatic underscoring of a series of words where a solid line of underscoring is required.*

One or more words may be underscored.

Use  to correct an error in an underscored word. Both the character and the underscore are removed from the paper.

A Cont instruction entered by accident may be cleared by entering a Prt instruction.

1. Refer to the instruction cards and locate the "Underscore" card.
2. Set a tab stop for the paragraph indentation.
3. Type the paragraph below to practice underscoring.

You may underscore words one at a time as you type or you may underscore several words consecutively, producing a solid line of underscores.

*It is possible to type into character storage as the typewriter underscores a series of words; however, you may exceed the 15-character limit.

Underscoring Centered Headings

To solidly underscore a centered heading:

ANNUAL REPORT

1. Tab (and/or space) to the center point; enter a Ctr instruction and a Cont instruction.
2. Type the heading.
3. Enter a Word instruction and a Prt instruction.

To underscore words individually in a centered heading:

ANNUAL REPORT

1. Tab (and/or space) to the center point; enter a Ctr instruction.
2. Follow each typed word with a Word instruction.
3. Enter a Prt instruction.

Type the following lines to practice underscoring centered headings.

MARTIN CORPORATION

CORPORATE STATUS REPORT

You have now completed the instructions for the basic operation of your IBM Electronic Typewriter 50. The next section of the instruction manual covers applications.

The applications material is divided into four sections. It may not be necessary to complete all of the sections. Go through only those sections which apply to the work you will be doing.

Indented Formats
(page 16)

In planning your meetings, consider the following:

- 1. The survey should be administered to large groups of employees.
- 2. Time for these meetings must be allowed during regularly scheduled working hours.

Statistical
(page 18)

17,783	224,578	35,800
3,880	350	27
765	26,998	4,576

Columnar
(page 22)

Warren Stevens	President	Minneapolis
M. C. Hasley	Vice President	Chicago
Franklin Beaumont	Treasurer	New York

Columnar/Statistical
(page 24)

Cash	\$76,274	\$7,890,346.19
Receivables	7,983	378,247.83
Land	22,388	5,388,034.00

INDENTED FORMATS

Indent Instruction

The Indent instruction is used to type indented projects, such as those shown below:

Left box content:

- 1. _____

a. _____

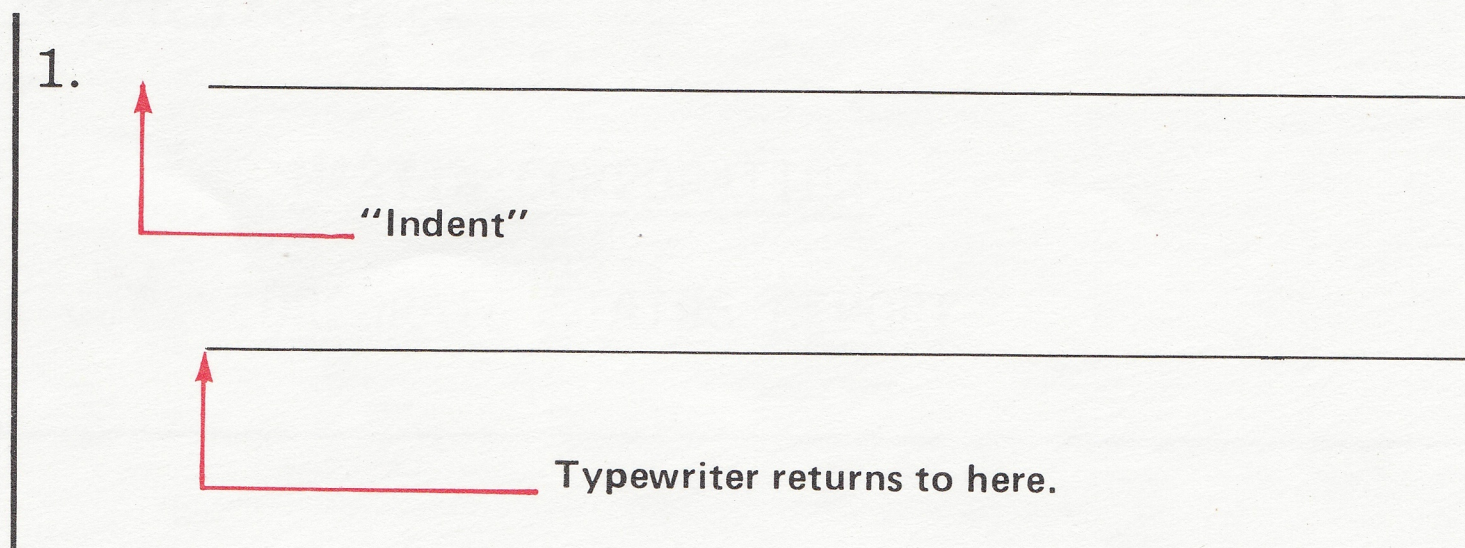
b. _____

2. _____

Right box content:

Using the Indent instruction eliminates the need to tab for each indented line. Instead, the IBM Electronic Typewriter 50 establishes a temporary left margin for the rest of the lines in the indented paragraph.

Left
Margin



The temporary left margin is always at a tab stop.

Indent Clear Instruction

The Indent Clear (In Clr) instruction allows the carrier to return to the original left margin.

Left
Margin

1.

← "In Clr"

← Typewriter returns to here.

1. Refer to the "Indent" card.
2. Clear all tab stops in the typewriter.
3. Set tab stops as follows:
 - 12/PS = 24, 30
 - 10 = 20, 25
4. Type the following exercise, using "Indent."
 - When you see an asterisk (*), enter "Indent."
 - End each paragraph with "In Clr" (#).

The costs of change include "social costs". As the needs we seek to satisfy are becoming more social in nature, so, too, are the costs associated with satisfying such needs more social in nature:

1. *To the individual who becomes unemployed as a result of technological change--should he alone have to pay these costs or does society bear some of the responsibility? #
2. *To a community whose water supply becomes more highly polluted when a new plant begins to produce--who pays these costs? Who should pay? #

NUMBER ALIGNMENT

Number Alignment (Number Align) is used for typing statistical tables. It simplifies the typing of numbers because you don't have to worry about alignment — the IBM Electronic Typewriter 50 does that for you automatically.

Set a tab stop where the decimal point will appear in each column.

Tab
Set
↓
\$1,386.64
356.95
75.27
8.98

If there is no decimal point, set the tab stop where the decimal point would normally appear.

Tab
Set
↓
\$1,027
423
500
5,191

Count the number of digits appearing to the left of the decimal point.

- *Do not* count commas; the typewriter allows space for them.
- *Do* count the dollar sign, parenthesis, etc.; they are considered digits.

\$1,386.64 five digits to the left of the decimal point.
 5

Instead of tabbing from one column to the next, the Number Align instruction is entered.

CODE + NUMBER KEY FOR DIGITS COUNTED = NUMBER ALIGNMENT INSTRUCTION

This causes the carrier to move to the next column in position to type the number.

Type the number, including the commas, if any.

- Use the number 1, not the lower case "L," when typing numbers.

When a number in the first column begins at the left margin, it is unnecessary to use Number Align.

1. Clear all tab stops.
2. Set tab stops for the decimal point in each column.
 - 12/PS = 24, 56, 85
 - 10 = 21, 47, 71
3. Type the table using Number Alignment to align the columns at the decimal point. (Refer to the "Number Alignment" card.)

368.57	6,665.00	665.00
16,000.00	2.89	1,200.57
1.75	551.76	95.90

Additional Number Alignment Procedures

When the first number in the column is preceded by a dollar sign (\$) and spaces:

\$ 11,877.29
7,215,742.37
431.95

- Number Align to the dollar sign position.
- Type the "\$."
- Space to the number and type it.
 - When spacing from the "\$" to the number, be sure to space for commas, if any.

\$ 11,877.29 = Code + 8 Type \$
Space 3 times
Type number

When a dollar sign is typed where a comma normally appears — *the fourth or seventh position*:

\$300.00 or \$715,477.25

- Number Align to the dollar sign.
- Space once.
- Type the "\$" and number.

When there are no digits to the left of the decimal point, tab and type the number:

1. Use Number Align to align the columns in the following exercise.
 - Refer to the above procedures when you reach the checked numbers.
2. Use the tab stops from the preceding exercise.

\$5,742.38
.87 ✓
377.20

\$ 7,300.00 ✓
1,120,000.00
.65

\$145,963.20 ✓
6,788.34
56,899.30

Underscoring Columns

Use the Word instruction to underscore a column of numbers.

1. Type the total.
2. Roll the paper back one line and enter the Word instruction.
3. Roll the paper forward to the total line.
4. Number Align to the next column.

\$1,120,000.00
650,000.00
750,000.00
9,000.00
<u>\$2,529,000.00</u>

The Word instruction may also be used to double underscore a column total.

1. After underscoring the column of numbers, roll the paper forward to the total line; enter a Word instruction.
2. Pull the line finder lever (see page 37) forward and roll the paper up a small amount.
3. Enter a Word instruction again to create the double underscore.
4. Move the line finder back and roll the platen to your original typing line before continuing with the next column.

\$1,120,000.00
650,000.00
750,000.00
9,000.00
<u><u>\$2,529,000.00</u></u>

1. Clear all tab stops.
2. Set tab stops as follows:
 - 12/PS = 28, 57, 87
 - 10 = 25, 48, 73
3. Use Number Align to type the table below.
 - Be sure to enter all Word Underscore instructions for each column before Number Aligning to the next column.

\$2,065,411
797,322
862,733
<u>\$3,725,466</u>

\$ 928,328
2,311,031
3,239,891
<u>\$6,479,250</u>

\$1,342,375
905,311
4,247,706
<u>\$6,495,392</u>

COLUMN LAYOUT

The Column Layout (Col L) instruction simplifies the planning and typing of columnar projects. When you use Col L, the IBM Electronic Typewriter 50 determines the amount of space to leave between columns and sets a tab stop at the beginning of each column.

The Col L instruction clears all tab stops and sets the typewriter in a no-print mode.


1. Refer to the Col L instruction card.
2. Type the table below using Col L.
 - If you make a mistake or need to start over, carrier return and enter the Col L instruction again.
 - Allow space for the headings, but do not type them yet.

<u>Name</u>	<u>Position</u>	<u>Department</u>
Steven Murphy	Assistant Manager	Sales
Darlene Nelson	Payroll Supervisor	Data Processing Center
Sandra Hardy	Associate Engineer	Engineering
Kenneth Cox	Staff Assistant	Communication Center

3. Do not remove the paper from the typewriter; you will use it for the next exercise.

Centered Column Headings

Position on Board
Chairman
President
Vice President
Second Vice President



Center of column

To center a heading over a column:

1. Space to the center of the longest line in the column.
2. Enter a Ctr instruction and type the heading.
3. Enter a Prt instruction.

To underscore centered headings:

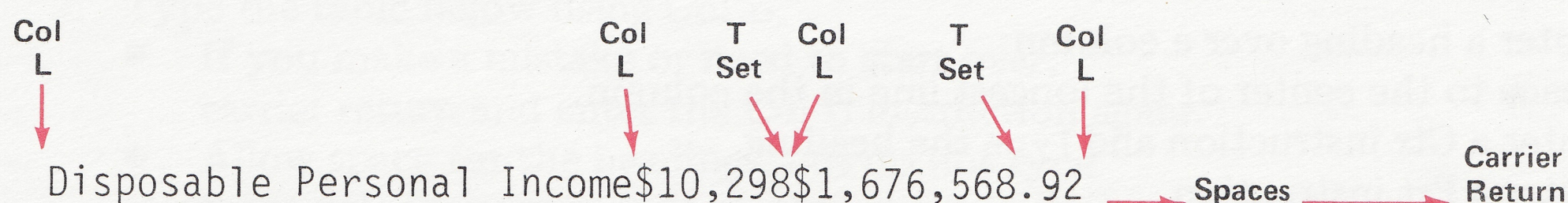
- If each word in the heading is underscored individually, enter a Word instruction after *each* word as you type; then, print the heading.
- If the heading is underscored with a solid line, enter a Ctr instruction followed by a Cont instruction. Type the heading, following it with a Word instruction and a Prt instruction.

Center the headings over the columns for the table typed in the preceding exercise.

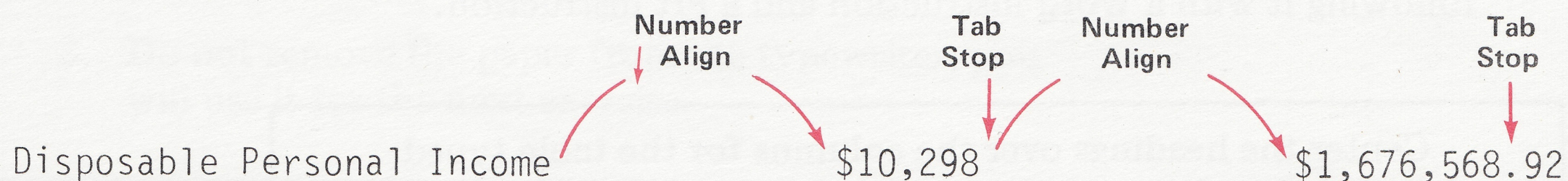
COLUMNAR/STATISTICAL PROJECTS

Col L can also be used when the project contains columns of numbers. With this type of work, tab stops for the alphabetic columns are set at the left edge of the column. Tab stops for the numerical columns are set at the decimal point. Then you can use Number Align as you type the columns of numbers.

To set up tables with columns of numbers, follow the Col L instructions on the cards beneath the typewriter. However, as you type the longest line, enter a Tab Set instruction at the *decimal point* for each column containing numbers.



When typing a table, use Number Align to tab to the numerical columns. Remember, a regular tab moves the carrier to the tab stop that is set at the decimal point.

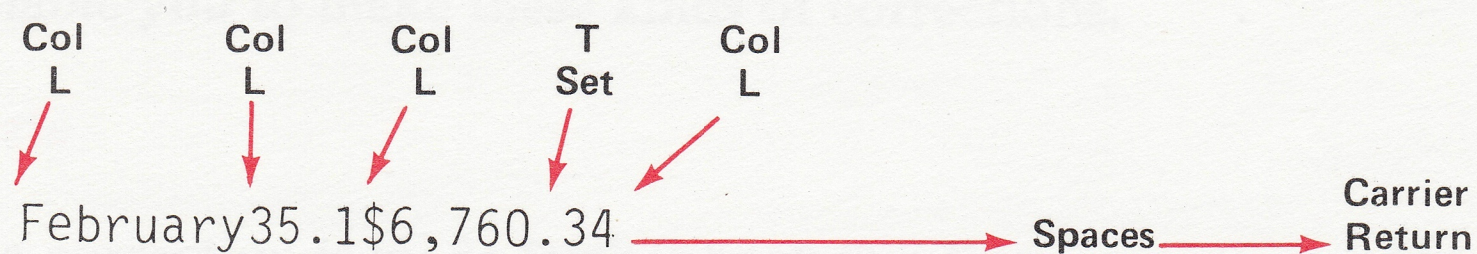


Type the exercise below.

- Use Col L to set up the table.
- Use Number Align for typing the columns of numbers.

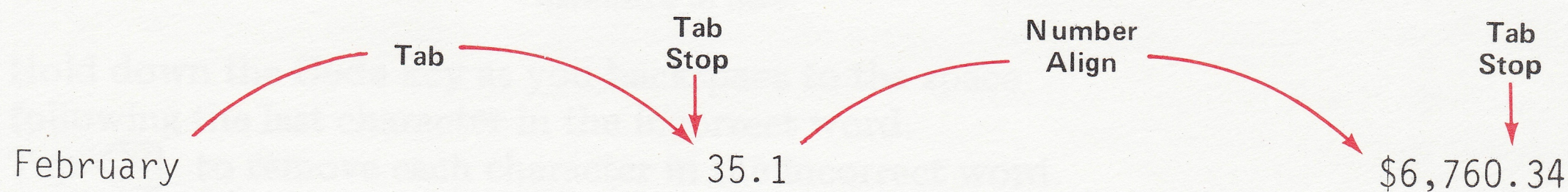
Food and Beverages	\$26,766.75	\$68,838	\$ 8,040.95
Housing	17,247.30	3,982	24,235.76
Clothing	2,000.73	71	7,302.49
Transportation	5,964.69	375	476.44

If any columns in a table contain numbers that are the same length, it is unnecessary to enter a Tab Set instruction at the decimal point when you type the longest line from each column. Remember, a tab stop is automatically set at the left edge of each column when you use Col L.



When you type the table:

- Use the tab key to type numbers of the same length.
- Use Number Align to type numbers of different lengths.



Type the exercise below.

- Use Col L to set up the table.
- Use Number Align for typing the column of numbers of varying lengths.

ALUMNI DONATIONS

<u>Name</u>	<u>Class</u>	<u>Donation</u>
Alice Avon	1962	\$2,411.22
Roland Pearce	1965	744.36
Ira Sheldon	1971	66.96
Florence Lawrence	1963	819.46
		<u>\$4,042.00</u>

If you enter a table number that is the same as a table number already in the table, it is necessary to enter a tab stop instruction at the end of the line. When you type the tab stop instruction, the cursor will move to the right and stop at the tab stop. If you enter a tab stop instruction at the end of a line, the cursor will move to the right and stop at the tab stop. If you enter a tab stop instruction at the end of a line, the cursor will move to the right and stop at the tab stop.

When you type the table number, the cursor will move to the right and stop at the tab stop. If you enter a tab stop instruction at the end of a line, the cursor will move to the right and stop at the tab stop. If you enter a tab stop instruction at the end of a line, the cursor will move to the right and stop at the tab stop.

When you type the table number, the cursor will move to the right and stop at the tab stop. If you enter a tab stop instruction at the end of a line, the cursor will move to the right and stop at the tab stop. If you enter a tab stop instruction at the end of a line, the cursor will move to the right and stop at the tab stop.

When you type the table number, the cursor will move to the right and stop at the tab stop. If you enter a tab stop instruction at the end of a line, the cursor will move to the right and stop at the tab stop. If you enter a tab stop instruction at the end of a line, the cursor will move to the right and stop at the tab stop.

Type the exercise below.


- Use Tab to set up the table.
- Use NumberAlign to type numbers of different lengths.

number of varying lengths

ALUMNI DONATIONS

Class	Amount
1955-1956	100.00
1956-1957	150.00
1957-1958	200.00
1958-1959	250.00
1959-1960	300.00
1960-1961	350.00
1961-1962	400.00
1962-1963	450.00
1963-1964	500.00
1964-1965	550.00
1965-1966	600.00
1966-1967	650.00
1967-1968	700.00
1968-1969	750.00
1969-1970	800.00
1970-1971	850.00
1971-1972	900.00
1972-1973	950.00
1973-1974	1000.00
1974-1975	1050.00
1975-1976	1100.00
1976-1977	1150.00
1977-1978	1200.00
1978-1979	1250.00
1979-1980	1300.00
1980-1981	1350.00
1981-1982	1400.00
1982-1983	1450.00
1983-1984	1500.00
1984-1985	1550.00
1985-1986	1600.00
1986-1987	1650.00
1987-1988	1700.00
1988-1989	1750.00
1989-1990	1800.00
1990-1991	1850.00
1991-1992	1900.00
1992-1993	1950.00
1993-1994	2000.00
1994-1995	2050.00
1995-1996	2100.00
1996-1997	2150.00
1997-1998	2200.00
1998-1999	2250.00
1999-2000	2300.00
2000-2001	2350.00
2001-2002	2400.00
2002-2003	2450.00
2003-2004	2500.00
2004-2005	2550.00
2005-2006	2600.00
2006-2007	2650.00
2007-2008	2700.00
2008-2009	2750.00
2009-2010	2800.00
2010-2011	2850.00
2011-2012	2900.00
2012-2013	2950.00
2013-2014	3000.00
2014-2015	3050.00
2015-2016	3100.00
2016-2017	3150.00
2017-2018	3200.00
2018-2019	3250.00
2019-2020	3300.00
2020-2021	3350.00
2021-2022	3400.00
2022-2023	3450.00
2023-2024	3500.00
2024-2025	3550.00
2025-2026	3600.00
2026-2027	3650.00
2027-2028	3700.00
2028-2029	3750.00
2029-2030	3800.00
2030-2031	3850.00
2031-2032	3900.00
2032-2033	3950.00
2033-2034	4000.00
2034-2035	4050.00
2035-2036	4100.00
2036-2037	4150.00
2037-2038	4200.00
2038-2039	4250.00
2039-2040	4300.00
2040-2041	4350.00
2041-2042	4400.00
2042-2043	4450.00
2043-2044	4500.00
2044-2045	4550.00
2045-2046	4600.00
2046-2047	4650.00
2047-2048	4700.00
2048-2049	4750.00
2049-2050	4800.00
2050-2051	4850.00
2051-2052	4900.00
2052-2053	4950.00
2053-2054	5000.00
2054-2055	5050.00
2055-2056	5100.00
2056-2057	5150.00
2057-2058	5200.00
2058-2059	5250.00
2059-2060	5300.00
2060-2061	5350.00
2061-2062	5400.00
2062-2063	5450.00
2063-2064	5500.00
2064-2065	5550.00
2065-2066	5600.00
2066-2067	5650.00
2067-2068	5700.00
2068-2069	5750.00
2069-2070	5800.00
2070-2071	5850.00
2071-2072	5900.00
2072-2073	5950.00
2073-2074	6000.00
2074-2075	6050.00
2075-2076	6100.00
2076-2077	6150.00
2077-2078	6200.00
2078-2079	6250.00
2079-2080	6300.00
2080-2081	6350.00
2081-2082	6400.00
2082-2083	6450.00
2083-2084	6500.00
2084-2085	6550.00
2085-2086	6600.00
2086-2087	6650.00
2087-2088	6700.00
2088-2089	6750.00
2089-2090	6800.00
2090-2091	6850.00
2091-2092	6900.00
2092-2093	6950.00
2093-2094	7000.00
2094-2095	7050.00
2095-2096	7100.00
2096-2097	7150.00
2097-2098	7200.00
2098-2099	7250.00
2099-2100	7300.00
2100-2101	7350.00
2101-2102	7400.00
2102-2103	7450.00
2103-2104	7500.00
2104-2105	7550.00
2105-2106	7600.00
2106-2107	7650.00
2107-2108	7700.00
2108-2109	7750.00
2109-2110	7800.00
2110-2111	7850.00
2111-2112	7900.00
2112-2113	7950.00
2113-2114	8000.00
2114-2115	8050.00
2115-2116	8100.00
2116-2117	8150.00
2117-2118	8200.00
2118-2119	8250.00
2119-2120	8300.00
2120-2121	8350.00
2121-2122	8400.00
2122-2123	8450.00
2123-2124	8500.00
2124-2125	8550.00
2125-2126	8600.00
2126-2127	8650.00
2127-2128	8700.00
2128-2129	8750.00
2129-2130	8800.00
2130-2131	8850.00
2131-2132	8900.00
2132-2133	8950.00
2133-2134	9000.00
2134-2135	9050.00
2135-2136	9100.00
2136-2137	9150.00
2137-2138	9200.00
2138-2139	9250.00
2139-2140	9300.00
2140-2141	9350.00
2141-2142	9400.00
2142-2143	9450.00
2143-2144	9500.00
2144-2145	9550.00
2145-2146	9600.00
2146-2147	9650.00
2147-2148	9700.00
2148-2149	9750.00
2149-2150	9800.00
2150-2151	9850.00
2151-2152	9900.00
2152-2153	9950.00
2153-2154	10000.00

CORRECTIONS


You have already learned that typing errors can be corrected by using  and retyping. However, there may be times when you notice an error farther back in the line and do not want to erase all the characters back to the error. Or, you may need to “squeeze” a character in a line. The procedures which follow will enable you to make these kinds of corrections.


Relocate

After a correction is made farther back in a line, you can quickly move the carrier back to the point where you had stopped typing by entering a Relocate (Reloc) instruction.


To correct an error farther back in a line:


The letters shoudl be received by our

 Backspace to here.

1. Hold down the Code key as you backspace to the space following the last character in the incorrect word.
2. Tap  to remove each character in the incorrect word.
3. Retype the word.
4. Enter a Reloc instruction and continue typing.
 - All characters in memory are cleared after using Reloc.

If you backspace too far, enter a No Print (No Prt) instruction and retype the characters you backspaced over.

- When you tap  to remove the incorrect word from your paper, No Prt is cancelled.
- No Print is also cancelled by entering a Prt instruction.

1. Type the following exercise line for line, including the deliberate errors which are circled.
2. When you reach the check mark (✓):
 - Backspace to the space following the last character in the incorrect word.
 - Tap  to remove each character in the incorrect word and retype it.
 - Enter a Reloc instruction and continue typing.

The Relocate instruction is used after you haev corrected an ✓ error farther back in the line of typnig. When you use Relocate, the typewriter carrier moves forward to the spot where you had stopped typing.

One-Unit Backspace


You may also insert an extra character (or "squeeze" in a large character to replace a small one when typing in proportional spacing). The One-Unit Backspace (Bksp 1) instruction is used for this type of correction.


To insert an extra character:

The letters shoud be received by our



Backspace to here.



1. Backspace to the space following the last character in the incorrect word.
2. Tap  to remove the incorrect word.
3. Bksp 1 a half space and type the correct word.
 - Tap the Bksp 1 three times to move the carrier back a half space when using 10 pitch.
 - Tap the Bksp 1 two times to move the carrier back a half space when using 12 pitch or proportional spacing.
4. Enter a Reloc instruction.

1. Type the exercise below line for line, including the deliberate error which is circled.
2. When you reach the check mark (✓):
 - Backspace to the space following the last character in the incorrect word.
 - Tap  to remove the incorrect word and Bksp 1 a half space.
 - Type the word, enter a Reloc instruction, and continue typing.

Use the One-Unit Backspace when you need to "squeeze" an additional character in a word. The One-Unit Backspace causes the carrer to back✓ up one unit at a time. Backspace, however, moves the carrier back one character at a time.

No Print

The No Prt instruction can be used to correct errors in previous lines when you are typing in 10 or 12 pitch.

1. Complete the line you are typing and carrier return.
2. Roll the paper back to the line with the error.
3. Space to the error and enter a No Prt instruction.
4. Type the incorrect character(s).
5. Tap  to remove the incorrect character(s) and retype.
 - The IBM Electronic Typewriter 50 is in the print mode after tapping .

1. Change to a 10- or 12-pitch element if one is not already on the typewriter.
2. Change the pitch selection lever to match the element.
3. Reset the left and right margins, if necessary.
4. Type the exercise, including the deliberate errors which are circled.
 - Finish typing the line with the error and carrier return; correct the error using No Print.

When you are using 10 or 12 pitch for your typing jobs, you may wish to correct an error in a previous line with No Print. Since the characters adn spaces are all the same size in 10 or 12 pitch, you can space to the error, enter a No Print instruction, and type the incorrect characters. When the typewriter is in this mode, the charatcers typed enter memory but do not print on the paper. After you have corrected the error, the typewriter automatically is in the print mode.

UNDERSCORING

As you know, to underscore words individually you type the word and a Word instruction. However, if the words to be underscored are separated with a dash,

staff--and

or

essentially--never in

1. Type the first word. (If necessary, enter a Word instruction.).
2. Type the dash.
3. Enter a Cont instruction.
4. Type the next word and a Word instruction.

Type the following sentence exactly as shown:

Ever-rising costs have placed our program for next year in jeopardy--never
in our ten-year history has so critical a need for additional funds arisen.

INDENT

Centering a Series of Lines

The Indent instruction may be used when you have a series of lines to be centered.

- Set a tab stop at the center point.
- Enter the Indent instruction to tab to the tab stop.
- Follow the procedure for centering found in the instruction cards.
 - When you carrier return, the carrier returns to the center point.
- Remember to enter the In Clr instruction following the last line typed.

1. Clear all tab stops.
2. Set a tab stop at the center point and carrier return.
3. Enter an Indent instruction to tab to the tab stop and center each line.
 - Remember, enter an In Clr instruction after the last line has printed.

Graduate School of Arts and Sciences

School of Architecture

School of Business Administration

Typing Envelope Addresses

The Indent instruction may also be used to type envelope addresses.

- Set a tab stop where the address is to begin.
- Follow the Indent instructions outlined in the instruction cards.
- Remember, enter an In Clr instruction following the last line typed.

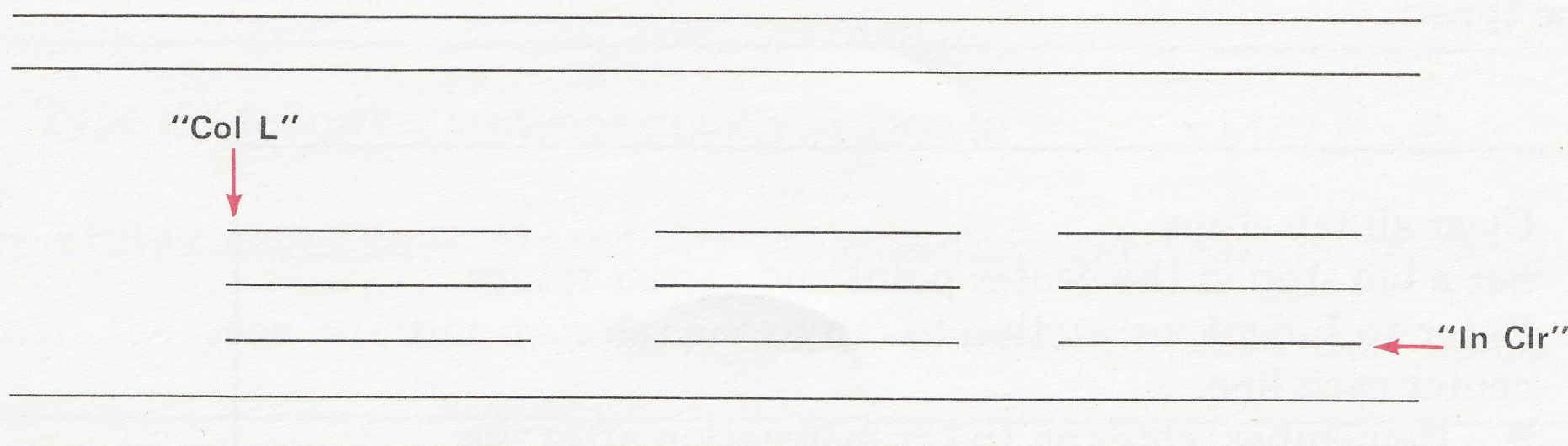
COLUMN LAYOUT

Indented Columnar Projects

When the columnar project is indented from the left margin, space to where you want the first column to begin before entering a Col L instruction.

- A temporary left margin is established when a Col L instruction is entered.

After typing the table, enter an In Clr instruction to return to the original left margin.



Remember to reset any tab stops that were cleared when the Col L instruction was entered.

1. Clear all tab stops.
2. Set a tab stop for the paragraph indention.
3. Use a Col L to set up the table.

Last month we lost three of our best accounts to competition. The accounts we lost and the competitors with whom they signed contracts are given below:

NAME OF ACCOUNT	ACCEPTED CONTRACT WITH
Lambert Appliance Shop	ABC Repair Services, Inc.
Flynn Radio Shop	Industrial Supply Service
Davis Toy Palace	Davenport Repair Service

As you know, we are conducting a three-month survey to determine why some of our accounts are now doing business with competitors. We would appreciate any input you have regarding the above contracts.

PROPORTIONAL SPACING WITH NUMBERS (PSN)

Typing Statistical Tables and Dot Leaders

When you are using a proportional spacing element, statistical tables and dot leaders should be typed with the pitch selection lever set at PSN (Proportional Spacing With Numbers).

With the pitch selection lever in the PSN position, a space is the same width as a number or symbol. This means you can space forward from the left margin or tab stop to align numbers or type dot leaders.

Keep the pitch selection lever in the PSN position while you are typing the entire tabular project, even if there are headings or if the table includes both text and numbers.

Type the following exercise.

1. Change to a PS element if one is not already on the typewriter and move the pitch selection lever to PSN.
2. Reset the left margin at 18 and the right margin at 90, if necessary.
3. Use Column Layout to set up the table.
4. Space forward from the tab stop to align the numbers.
5. Do not type the dot leaders; you will learn how later.

James R. Smith	60-378-413.	\$25,000
Mildred A. Scott	391-191-515.	5,000
Paul S. Jamison.	371-182-528.	10,000

6. Do not remove the paper; you will use it in the next exercise.

Typing Dot Leaders

To type dot leaders:

1. Type the material without the dot leaders.
2. Roll the paper back to the first line that will contain dot leaders.
3. Space from the left margin to where the dots are to begin and look at the margin scale.
 - Note whether you are at an even or odd number.
4. Type the dot leaders for the first line.
 - Dot leaders on the following lines will begin on an even or odd number.

Type the dot leaders in the table.

JUSTIFICATION

You can create a straight right margin by justifying your copy. The material to be justified is typed twice using a proportional spacing element. The first copy is a draft typed within the desired margin limits. In the second copy, space is added or, where necessary, subtracted by using the spacebar and/or the Bksp 1 instruction.

Justified copy gives the appearance of a printed manuscript. Units of space are added or subtracted so that the right margin is even. When a line ends with a period or a comma, one extra unit of space should be added when the line is justified.

+6
+9
-7
-13
-7

Justified copy gives the appearance of a printed manuscript. Units of space are added or subtracted so that the right margin is even. When a line ends with a period or a comma, one extra unit of space should be added when the line is justified.

Follow these steps to justify your copy:

1. Place a PS element on your typewriter and set the pitch selection lever at PS.
2. Insert paper in the typewriter and set the desired left and right margins.
3. Position the carrier at the right margin.
4. Hold a pen or pencil in the center of the notch on the right side of the cardholder and draw a vertical line down the paper by turning the platen knob.
 - Use the line finder for a free-rolling platen.
5. Set a tab stop a half-inch to the right of the justification line, which is the line you drew in step 4.
6. Carrier return and type the first line of your copy.
 - Do not space after the last word.
 - When the bell rings, note the position of the justification line in relation to the notch on the right side of the cardholder. End the typing line as close to the margin as possible.

7. Determine whether to increase or decrease the line.
 - When the notch in the cardholder is exactly on the justification line, no change in the line length is required. Tab and type "ok."
 - When the justification line is to the right of the notch, space until the notch is on the justification line, and count the number of units. Tab and type the number of units to be added.
 - Each space equals four units when using proportional spacing.
 - When the line is to the left of the notch, Bksp 1 until the notch is on the justification line. Count the number of units backspaced. Tab and type the number of units to be subtracted.
8. Type the remainder of the copy, repeating step 7 for each line typed.
9. After typing the draft, remove the paper and write a plus (+) where spaces are to be added. Place a minus (-) where spaces are to be subtracted.
10. If a line ends with the finished copy, increase or decrease the space between words.
11. As you type the finished copy, increase or decrease the space between words.
 - To increase the space between words, space twice and enter the Bksp 1 instruction the appropriate number of times. For example, to leave six units of space between words, space twice and enter the Bksp 1 instruction twice.
 - To increase the space between words only one unit, you may want to move the pitch selection lever to the PSN position.
 - To decrease space, use the Bksp 1 instruction.

Type the following paragraph to practice justification.

1. Change to a PS element and set the pitch selection lever at PS.
2. Set the left margin at 18 and the right margin at 42.

Today there is literally an information explosion. It has developed in part because of our increased population, which is more highly educated and cultured than ever. Our population is consuming more published material in the form of books, journals, magazines, and other publications than ever before.

UNIT MEASURE CHARTS

The chart below gives the unit measurement for the characters and symbols for proportionally spaced copy. Use this chart for exact alignment of items, such as Roman numerals.

Unit Chart

3	i j l '
4	I f t
5	J a c e o r s z 1 2 3 4 5 6 7 8 9 0 . , : ; ? ! + = - <u>+</u> \$ ¢ / - ° " ¼ ½ * % @ # ()] [
6	E F L P S Z b d g h k n p q u v x y &
7	A B C D G H K M N O Q R T U V W X Y m w

The unit chart for spacing is shown below:

Unit Chart For "Spacing"

Units

Forward

4	Spacebar
5	Spacebar with pitch selection lever set at PSN.

Units

Backward

1	One-Unit Backspace
5	Backspace (no characters in memory)

To align words or Roman numerals at the right:

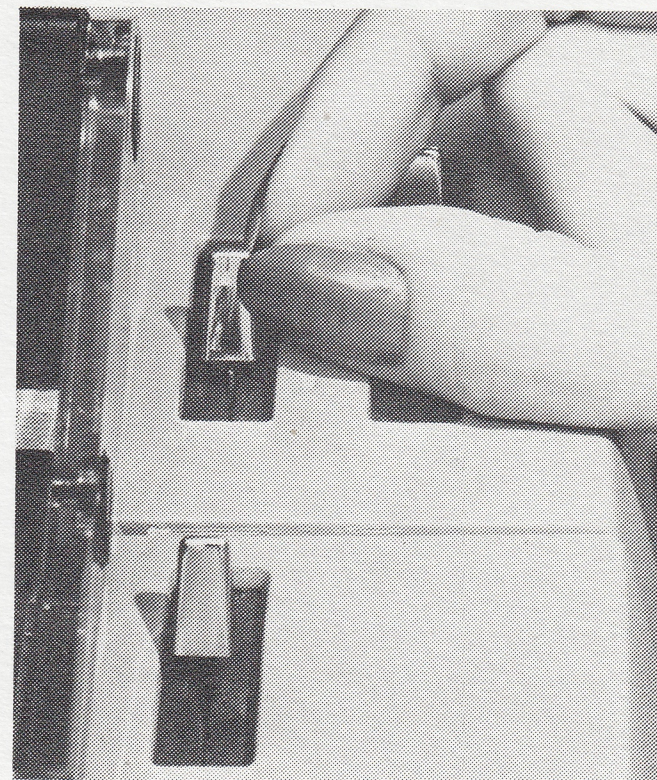
1. Position carrier at right edge of where the numbers/words are to align.
2. Set a tab.
3. Refer to the unit chart for the value of each character.
 - Remember to count spaces, punctuation, etc.
4. Depress the one-unit backspace for the total value of characters.
5. Type the number.

This section covers those features on the IBM Electronic Typewriter 50 that have not been discussed earlier in this book.

LINE SPACE LEVER

To choose the appropriate line spacing, move the line space lever toward you for single spacing, to the middle position for space-and-a-half, and away from you for double spacing.

- Your typewriter may have triple spacing instead of space-and-a-half.

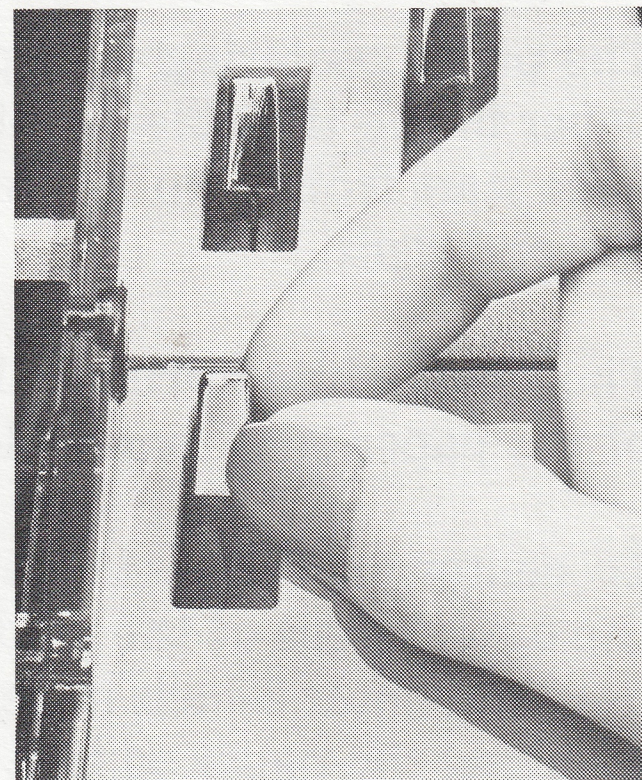


LINE FINDER

The line finder permits you to temporarily leave the original typing line and return to it again.

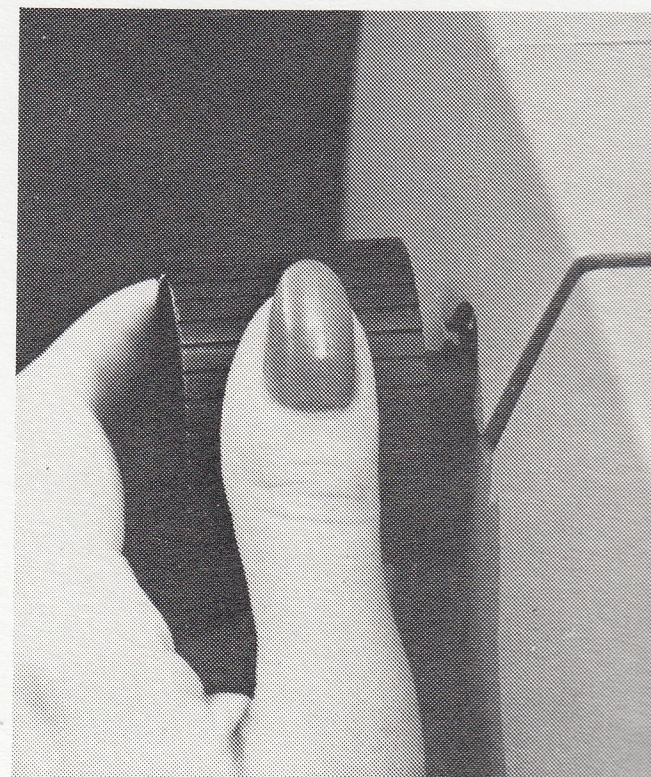
Use the line finder for typing superscripts or subscripts, creating double underscores, or typing on forms with irregular spacing.

Pull the line finder forward to achieve a free-rolling motion of the platen. Remember to return the line finder to its original position for normal typing.

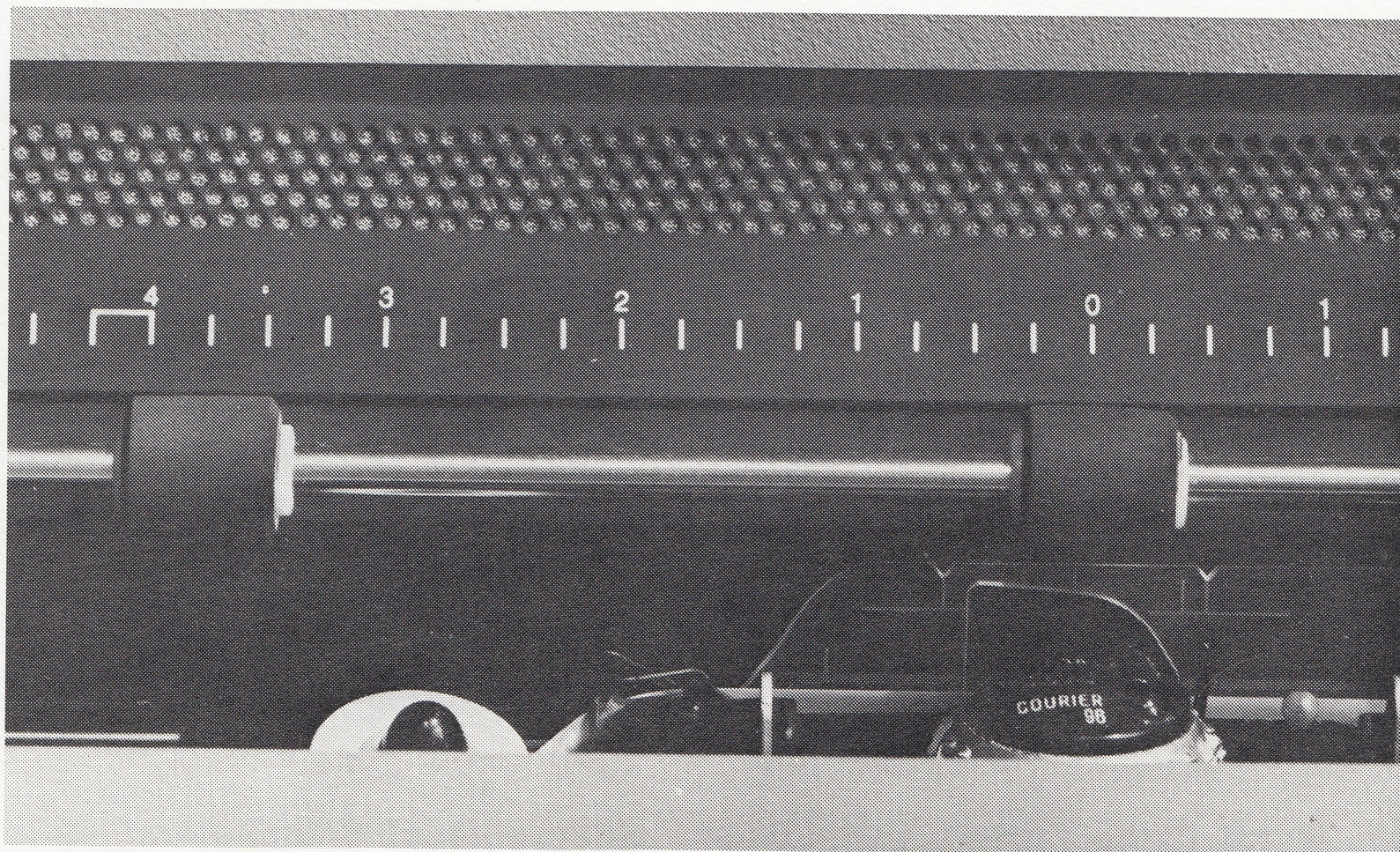


PLATEN VARIABLE

Press in against the left platen knob to permanently change the position of the writing line.



PAPER CENTERING SCALE



The paper centering scale permits easy centering of any width of paper in the IBM Electronic Typewriter 50. The numbers on the scale start from zero in the center and proceed in ascending order left and right.

The small white horizontal lines printed on the left and right side of the paper centering scale are the centering guides.

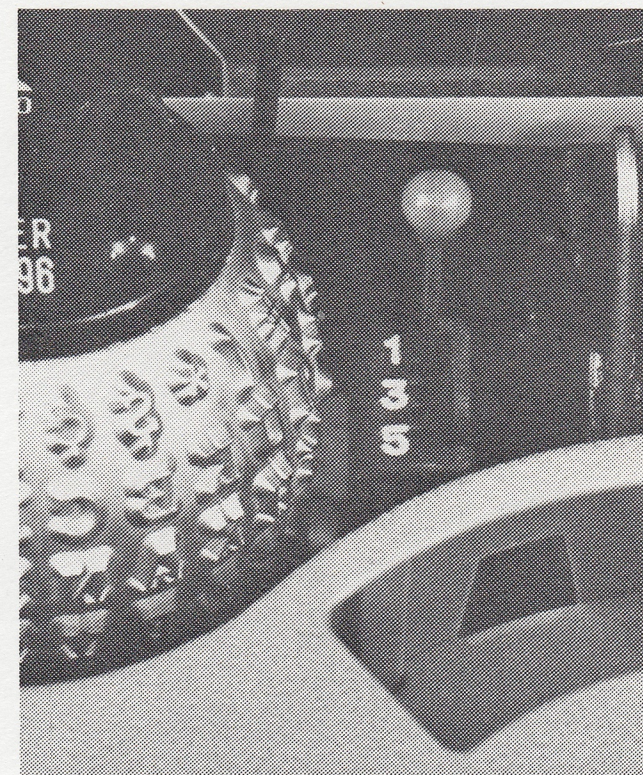
To center paper that is $8\frac{1}{2}$ inches wide, move the paper guide to the outer edges of the guides. The inner edges of these guides are used to center 8-inch paper. Any width paper may be centered by inserting the paper so that its left and right edges touch the same number on the scale.

IMPRESSION CONTROL

The impression control enables you to adjust the striking force of the element.

Set the impression control on 3 for most typing jobs. However, stencils and carbon packs require greater typing force for good quality, so move the impression control to a higher number. Offset masters require less, so move the impression control to a lower number.

Move the impression control to the right before changing its position.



ACOUSTICAL FILTER HOOD




Lower the visor on the acoustical filter hood when making corrections on carbon copies.

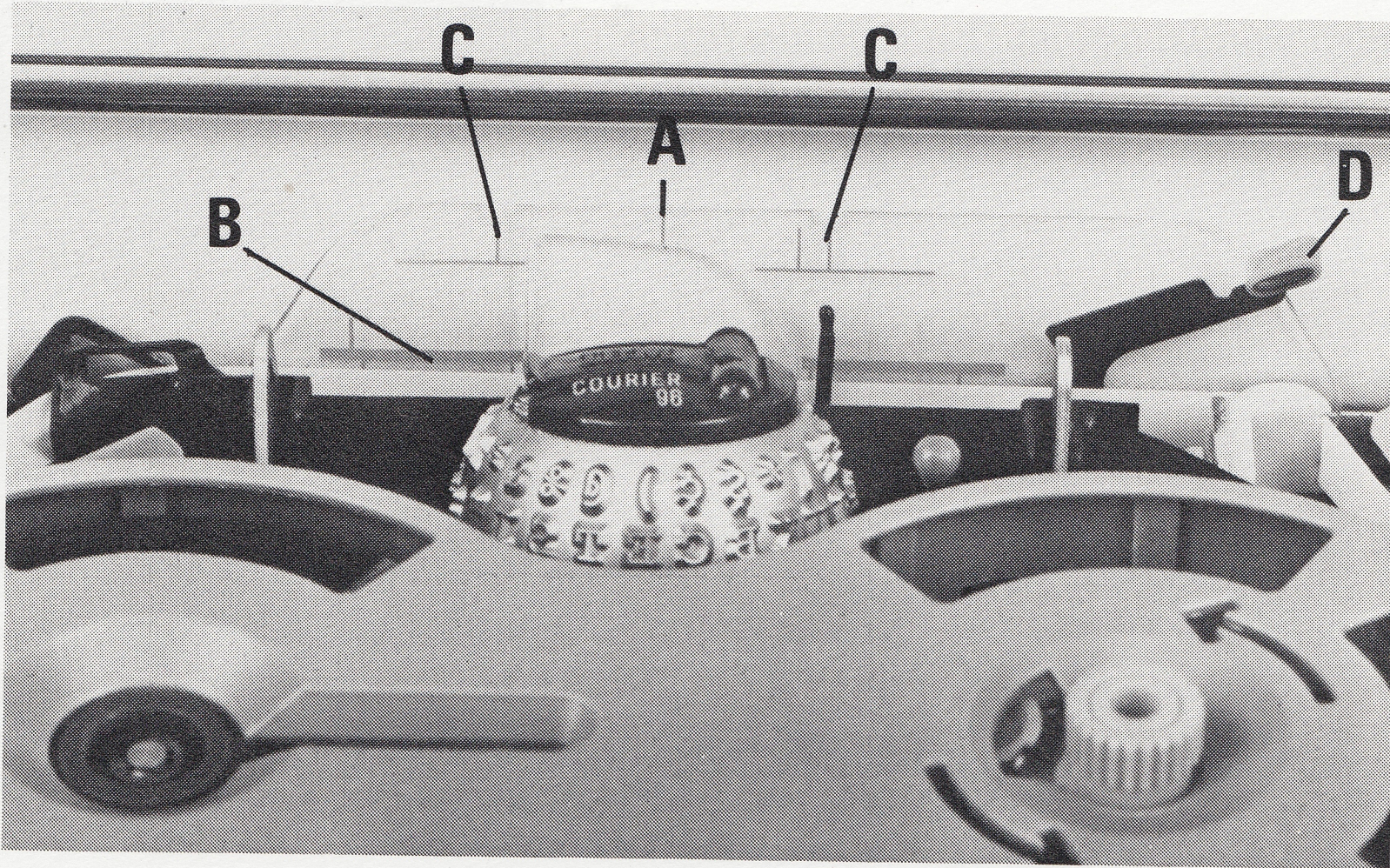
Use a damp cloth and mild soap to clean the hood. Do not use liquid type cleaner.

TYPAMATIC KEYS

The keys listed below have a repeat (typamatic) action when depressed to the "second level."

- Carrier return
- Index
- Hyphen/Underscore
- X
- Period
- Spacebar
-  /Backspace

CARDHOLDER



The cardholder holds paper, cards, and envelopes close to the platen.

The red vertical mark (A) indicates the position of the next character to be typed.

The horizontal line (B) indicates the base of the typing line.

The notches (C) on the cardholder are used to draw vertical lines. (Use the Line Finder to achieve a free rolling motion of the platen.)

To remove and clean:

The cardholder is removable and can be cleaned with a damp cloth and mild soap.

1. Pull the Paper Bail Lever forward.
2. Depress and release the lever (D) on the right side of the cardholder.
3. Pull the cardholder straight up until it is free.

To replace:

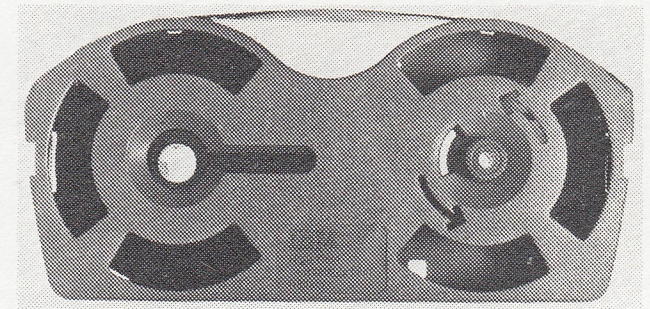
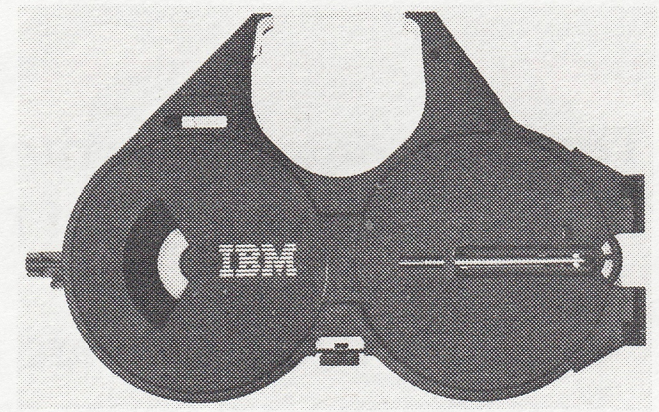
1. Place the left edge of the cardholder onto the pin between the element and the platen.
2. Press down on the right side of the cardholder until it is latched.
 - Make sure the separator wire (E) is between the correction tape and cardholder.
3. Push the Paper Bail Lever back.

RIBBON SYSTEMS

Your typewriter will be equipped with either the Ribbon Cassette System or Selective Ribbon System.

Match the ribbon system on your typewriter with one of the systems illustrated.

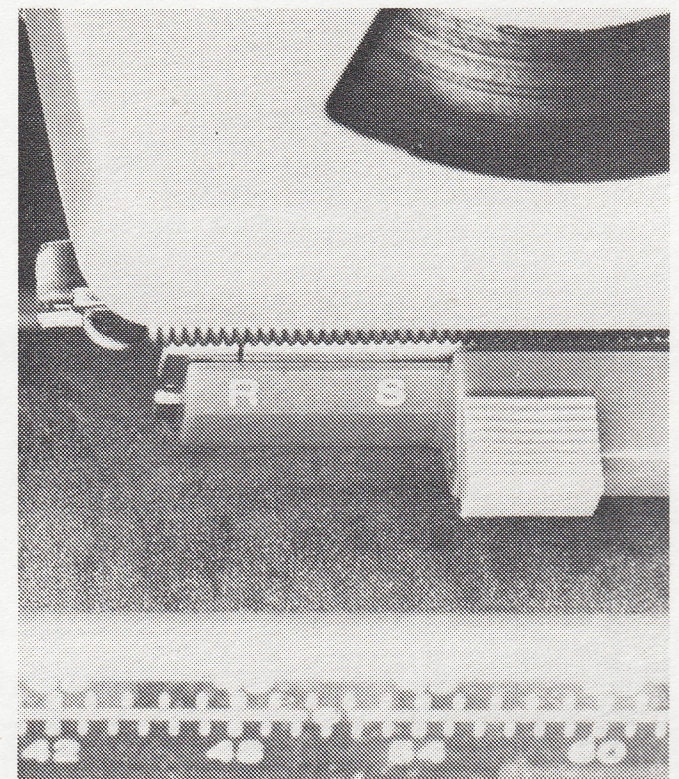
- Make sure you use the instructions that match your ribbon system when changing the ribbon or correction tape and when referring to the supplies and ribbon application chart.



TYPING STENCILS

If your typewriter has the Ribbon Cassette System, remove both the ribbon and correction tape before typing the stencil.

If your typewriter has the Selective Ribbon System, move the Stencil Control to the left to type stencils. This moves the ribbon to a non-printing position. To return to regular typing, move the control to the right.



CHANGING RIBBON AND CORRECTION TAPE

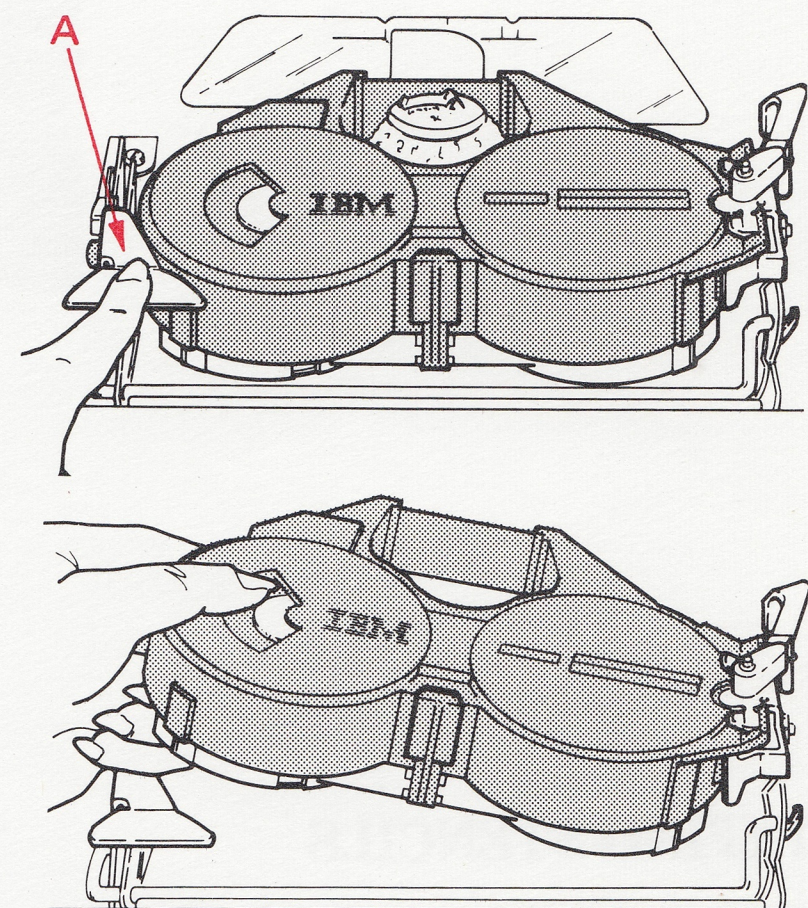
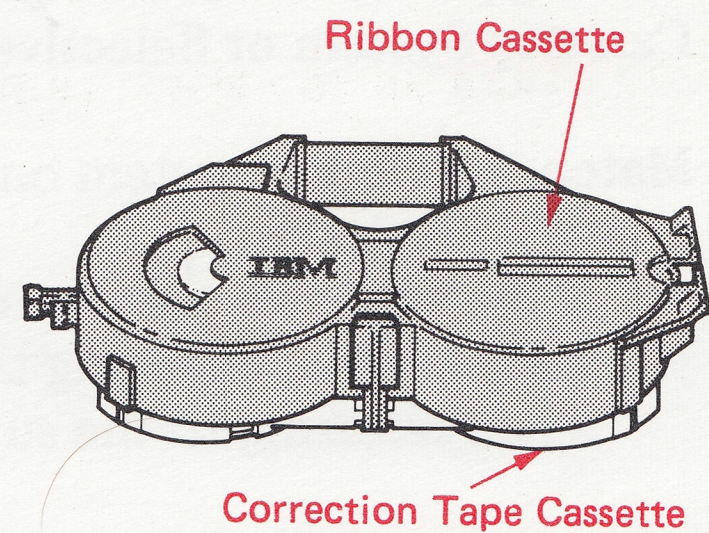
RIBBON CASSETTE SYSTEM:

The Electronic Typewriter Ribbon Cassette System is designed to reduce the number of ribbon changes.

The ribbon and tape are placed together to form a cartridge. You remove the entire cartridge, throw away the used up ribbon or tape cassette, and reassemble with a new one.

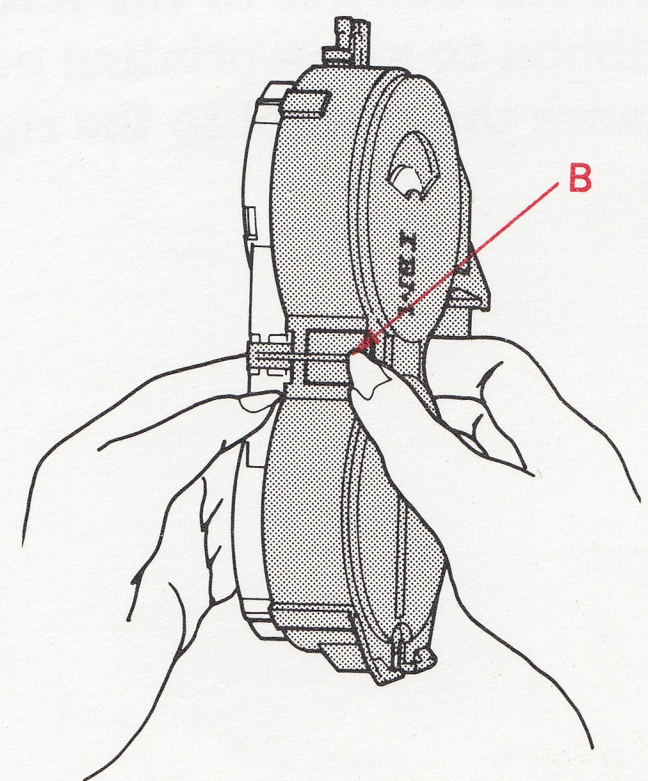
To remove the cartridge:

1. Center the carrier.
2. Lift the cover.
 - Be sure the paper bail is against the platen.
3. Press down on the cartridge release lever (A).
4. Lift the cartridge out.
 - Do not throw away.



To separate the cartridge:

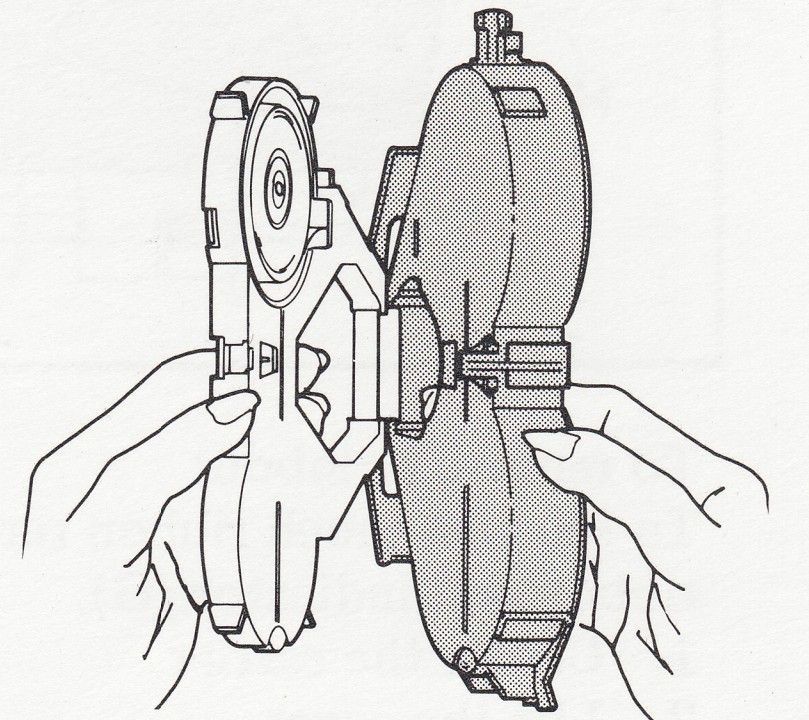
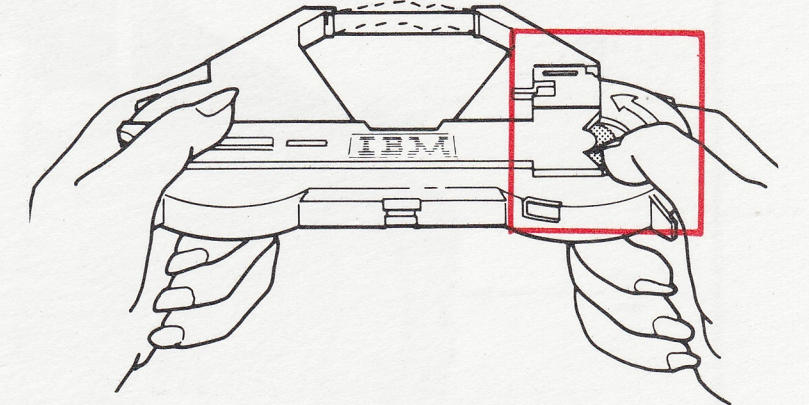
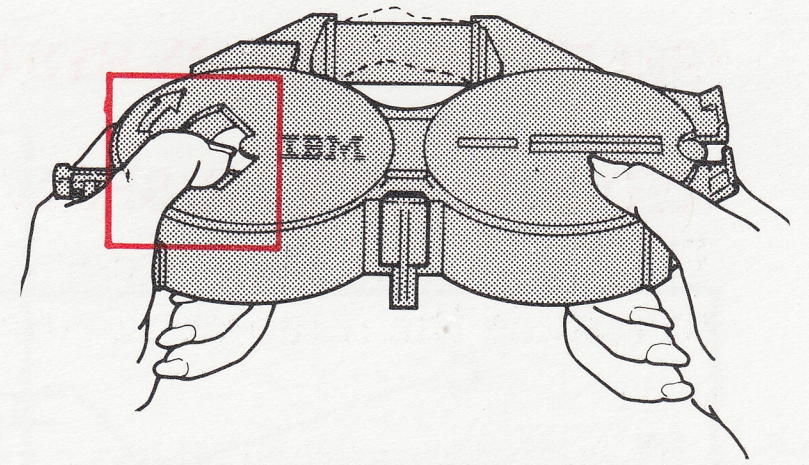
1. Press on the center latch (B).
2. Throw away the used up ribbon or tape cassette only.



To reassemble the cartridge:

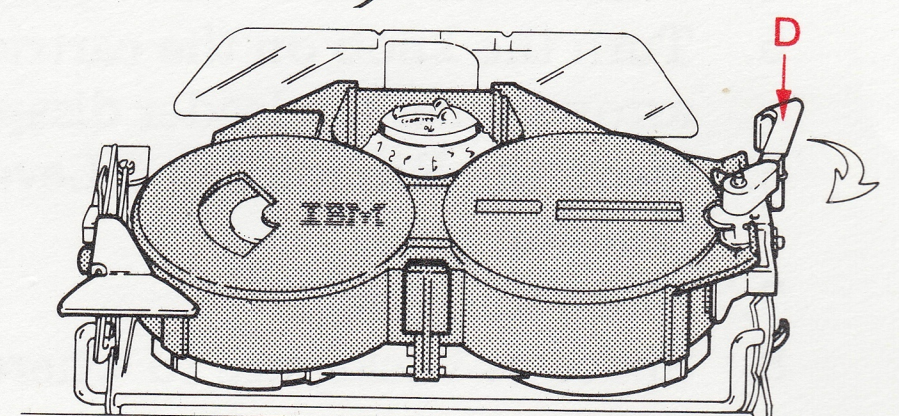
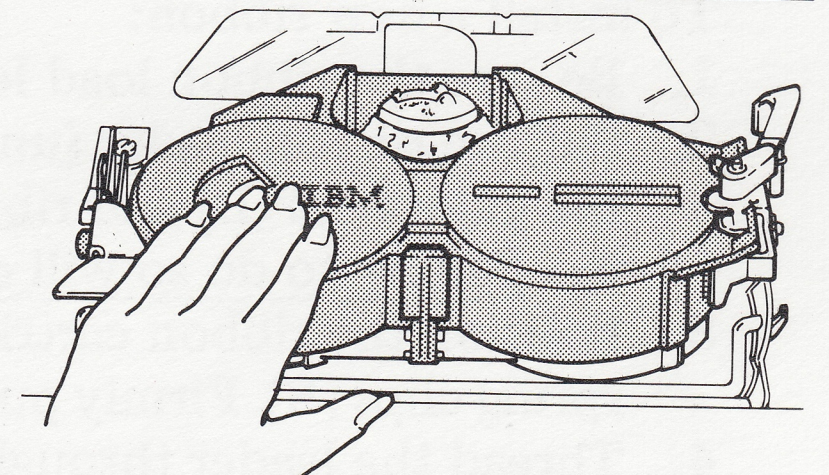
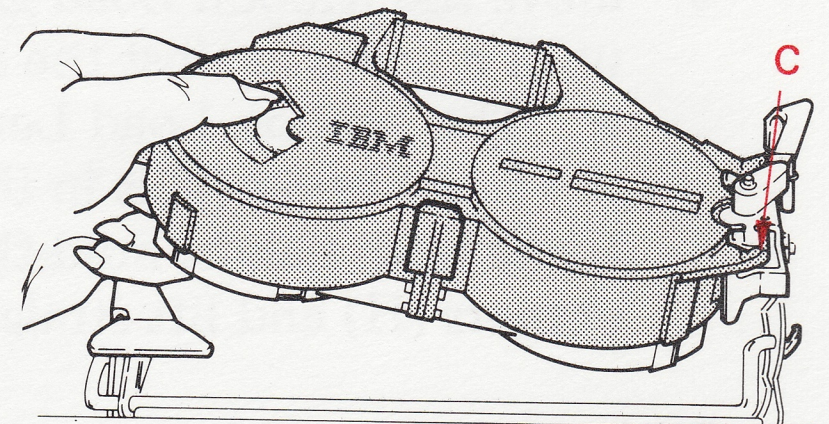
NOTE: Make sure that the take-up wheel on the cassettes is the same color.

1. Take up any slack by turning the take-up wheel in the direction of the arrow.
2. Slide the ribbon and tape cassettes together.
3. Snap firmly together.
 - If the cassettes are not snapped together, the correction tape will not correct properly.



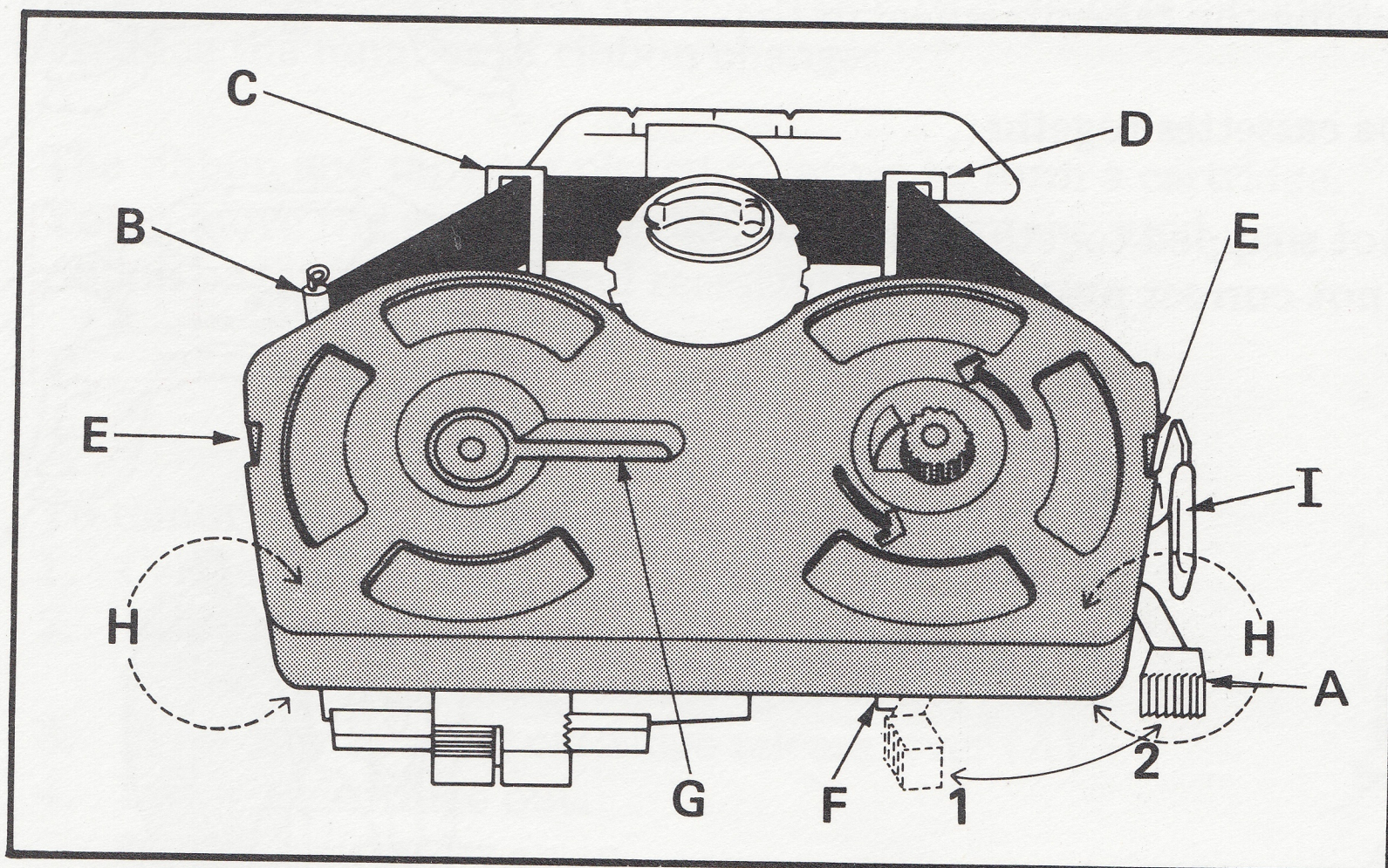
To install the cartridge:

1. Slide the right side of the cartridge all the way into the holder (C).
2. Press down firmly on the left side of the cartridge.
 - It should snap into place. If not, check to see if the right side of the cartridge is all the way into the holder.
 - Make sure the ribbon and tape are not stuck together. If they are, remove the cartridge; separate the ribbon and tape; take up slack and reinstall.
 - If you need to advance the ribbon, pull the ribbon advance lever (D).
3. Close the cover.



SELECTIVE RIBBON SYSTEM

CHANGING THE RIBBON



To remove a ribbon:

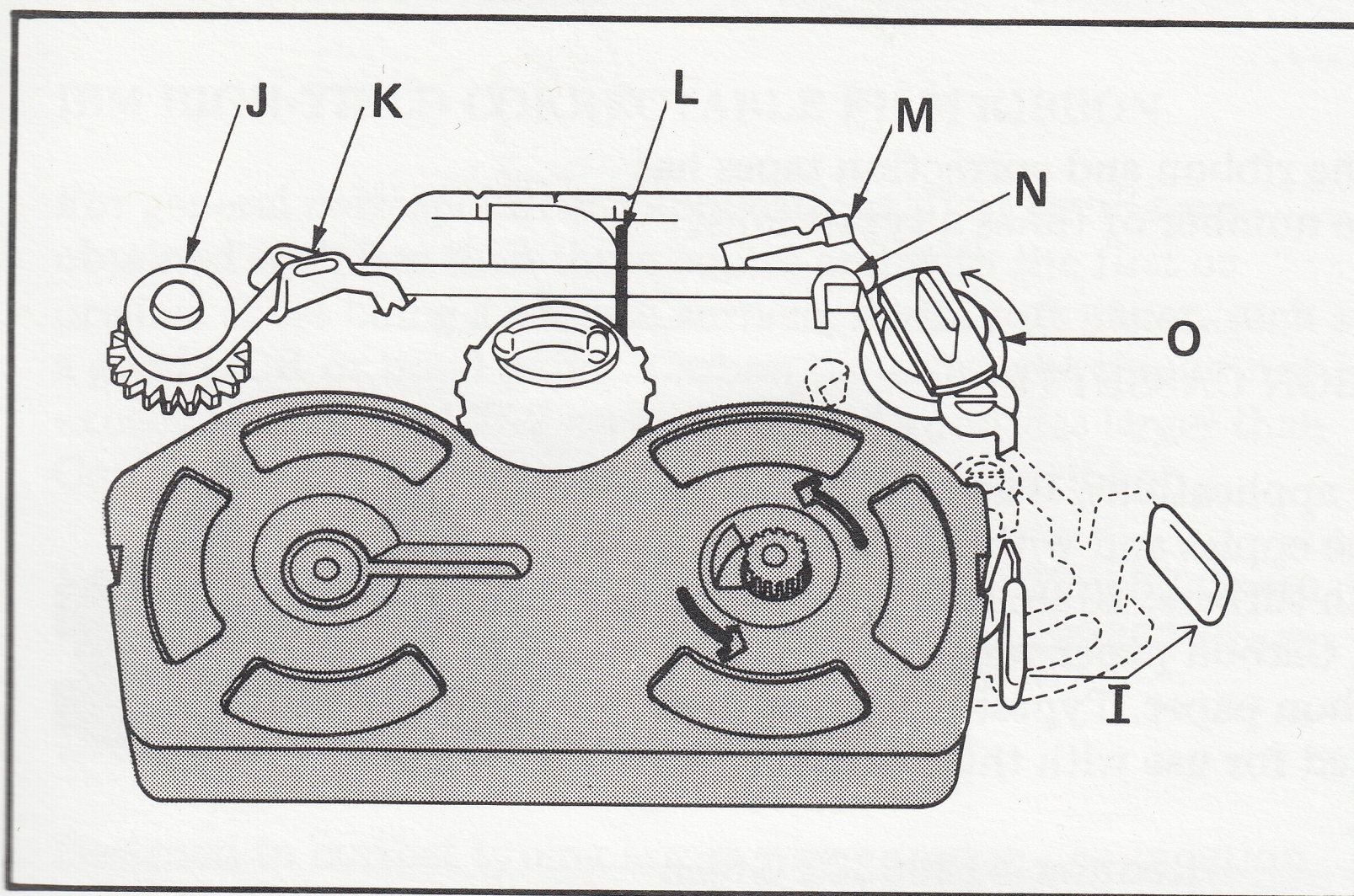
To see how much ribbon remains in the cartridge, look at the ribbon end indicator (G).

1. Center the carrier.
2. Lift the cover.
3. Keep the paper bail against the platen.
4. Move the Ribbon Load Lever (A) to the load position (1) until it snaps against the stop (F).
 - The Ribbon Load Lever cannot be moved if the Tape Load Lever (I) is in the load position.
5. Using both hands, hold the ribbon cartridge at the front corners (H) and lift straight up.

To install a new ribbon:

1. Be sure the ribbon load lever (A) is in the load position (1).
2. Put the ribbon leader (uninked portion) over the outside of the guidepost (B) and ribbon guides (C and D).
 - Failure to do so will cause ribbon breakage.
3. Position the ribbon cartridge so that it fits between the spring clips (E). Firmly push down both ends of the cartridge.
4. Thread the leader through the ribbon guides (C and D).
5. Turn the knob on the cartridge in the direction of the arrows until the leader disappears inside the cartridge.
6. Move the Ribbon Load Lever (A) back to the type position (2).
7. Close the cover.
8. Space or backspace to where you stopped typing.

CHANGING THE CORRECTION TAPE



To remove the tape:

1. Center the carrier.
2. Lift the cover.
3. Keep the paper bail against the platen.
4. Move the Tape Load Lever (I) to the right.
 - The Tape Load Lever cannot be moved if the Ribbon Load Lever is in the load position.
5. Lift off the empty tape spool (J) (twist slightly clockwise); remove take-up spool (O).

To install a new tape:

NOTE: Make sure that the color of the correction tape spool is the same color as the typewriter ribbon knob.

1. Gently separate the two spools, but keep them connected by the leader (uncoated portion).
2. Place the new tape spool (J) on the left spindle.
3. Thread the leader through the guide (K), behind the separator wire (L), in front of the Cardholder Release Lever (M), and behind the guide (N).
4. Place the take-up spool (O) on the right spindle. Turn the take-up spool in the direction of the arrow until the leader is past the guide.
5. Close the Tape Load Lever (I). (The lever must be closed before you begin to type.)
6. Close the cover.
7. Space or backspace to where you stopped typing.

TYPEWRITER SUPPLIES

Ribbon Cassette System

The character capacity on the ribbon and correction tapes has been increased to reduce the number of times a typist must change the ribbon or tape.

IBM CORRECTABLE RIBBON CASSETTE

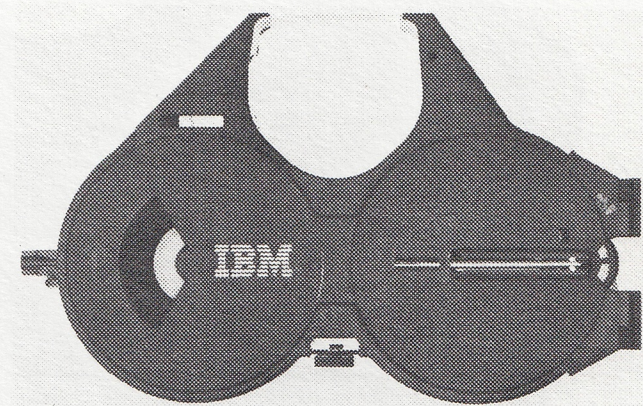
For general correspondence applications. Best results are obtained with less than three copies and with the first or original sheet being a smooth surface, 20-lb. soft paper, such as a good OCR or bond paper. Carbon paper weight should not exceed that of IBM 752 carbon paper. Typestyles larger than Courier are not recommended for use with this ribbon.

Reorder #1299300 Black

Reorder #1299301 Blue

Reorder #1299302 Green

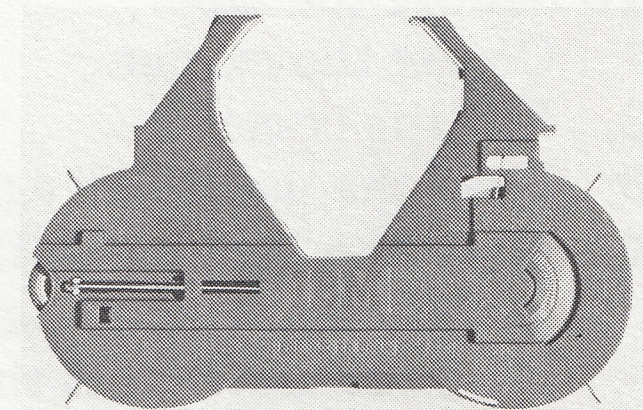
Reorder #1299303 Brown



IBM LIFT-OFF TAPE CASSETTE (Reorder #1299315)

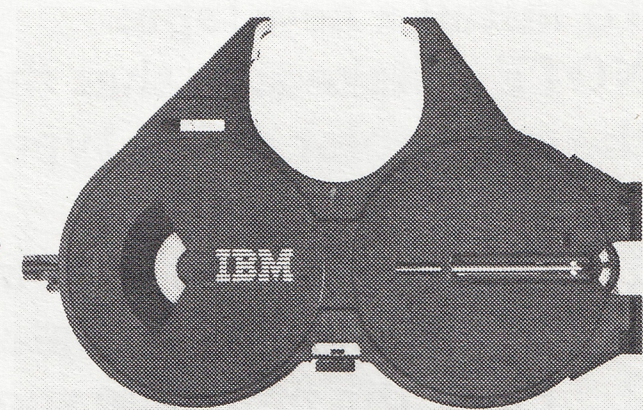
Designed to correct typing errors when used in combination with the IBM Correctable Ribbon Cassette. Actually lifts the character from the paper.

NOTE: As a reminder to match the appropriate tape and ribbon, the take-up wheels are color-coded orange for your convenience.



IBM T-III RIBBON CASSETTE (Reorder #1299320 Black Only)

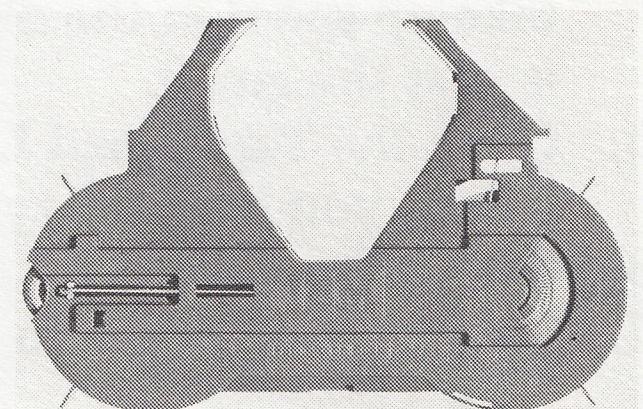
Provides a high-quality, uniform image on a broader range of papers. Typestyles larger than Courier are recommended for use with this ribbon.



IBM COVER-UP TAPE CASSETTE (Reorder #1299325)

Designed to be used with the IBM T-III ribbon to provide coverage of the incorrectly typed image. It is not satisfactory for making corrections on direct-image offset masters, non-white paper, or OCR applications.

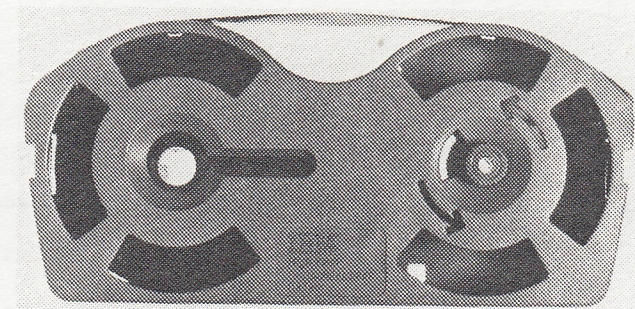
NOTE: As a reminder to match the appropriate tape and ribbon, the take-up wheels are color-coded blue for your convenience.



Selective Ribbon System

IBM HIGH-YIELD CORRECTABLE FILM RIBBON

For general correspondence applications. Best results are obtained with less than three copies and with the first or original sheet being a smooth surface, 20-lb. soft paper, such as a good OCR or bond paper. Carbon paper weight should not exceed that of IBM 752 carbon paper. Typestyles larger than Courier are not recommended for use with this ribbon.



Reorder #1299095 Black

Reorder #1299362 Green

Reorder #1299361 Blue

Reorder #1299363 Brown

IBM LIFT-OFF TAPE (Reorder #1136433)

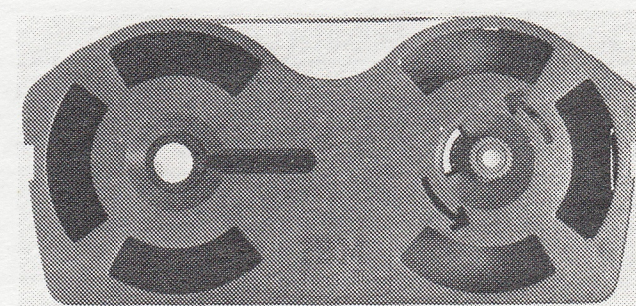
Designed to correct typing errors when used in combination with the IBM High-Yield Correctable Film Ribbon. Actually lifts the character from the paper.



NOTE: As a reminder to match the appropriate tape and ribbon, they are color-coded orange for your convenience.

IBM TECH III RIBBON (Reorder #1136391 Black Only)

Provides a high-quality, uniform image on a broader range of papers and reduces ribbon changes. Typestyles larger than Courier are recommended for use with this ribbon.



IBM COVER-UP TAPE (Reorder #1136435)

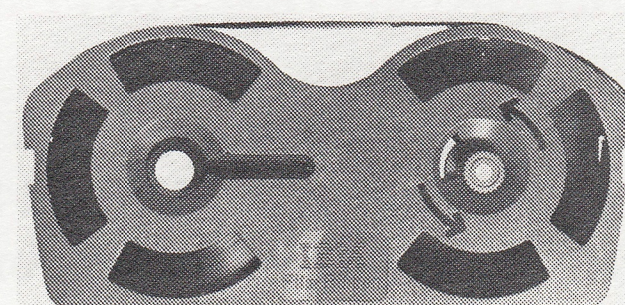
Designed to be used with the IBM Tech III Ribbon to provide coverage of the incorrectly typed image. It is not satisfactory for making corrections on direct-image offset masters, non-white paper, or OCR applications.



NOTE: As a reminder to match the appropriate tape and ribbon, they are color-coded blue for your convenience.

IBM FILM RIBBON CARTRIDGE

A high-quality ribbon in a convenient cartridge. In addition to black, carbon film ribbons are available in a variety of colors. Not recommended for use with the IBM Correcting Tape.



Reorder #1136390 Black

Reorder #1136386 Med. Green

Reorder #1136388 Med. Blue

Reorder #1136383 Dark Brown

APPLICATION RECOMMENDATIONS FOR IBM RIBBONS

	T-III Cassette And Tech III Ribbon	Correctable Ribbon Cassette And High-Yield Correctable Film Ribbon	Film Ribbon
Typing Applications			
Legal Correspondence	•	•	•
Statistical Correspondence	•	•	•
Specification Writing	•	•	•
Medical Reports	•	•	•
Executive Correspondence	•	•	•
Routine Correspondence	•	•	•
Hard-to-Image Originals*			
Example: Engineering Drawings	•		
OCR	•		•
Manifolding	•		•
Speech Writing†	•		•
Negotiable Instruments — (checks, stocks, etc.)	•		•
Erasable Bond*	•		•
Reproduction Applications			
Heat Transfer	•	•	•
Transfer Electrostatic	•	•	•
Direct Electrostatic	•	•	•
Offset Masters, Direct to Plate	•		•
Offset Masters, Copier Process	•	•	•
Offset Masters, Photo Process	•		•
Diazo Process, Ozalid‡ or Bruning§	•	•	•

*The receptivity of the surface of these materials varies widely and care must be used in the selection of a specific material to be typed on, type-style, and ribbon to produce the best result. When in doubt, prepare samples first.

†Best results with Orator and typestyles larger than Courier are obtained by using the IBM T-III Cassette or Tech III Ribbon.

‡Trademark of the GAF Corporation.

§Trademark of the Charles Bruning Co., Inc.

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Any IBM Office Products Division supply item can be ordered in the continental United States by contacting your local IBM Office Products Division branch office or by calling IBM DIRECT at the following toll-free numbers (Alaska, Hawaii and Puerto Rico are excluded):

800-631-5582

(New Jersey) 800-352-4960

CARE OF THE TYPEWRITER

Cleaning the Typewriter Cover or Sound Reduction Hood

Use only a mild detergent to clean the plastic parts and painted portions of the typewriter since certain cleaning fluids may be harmful. Where stubborn stains persist, consult your local IBM Service Department.

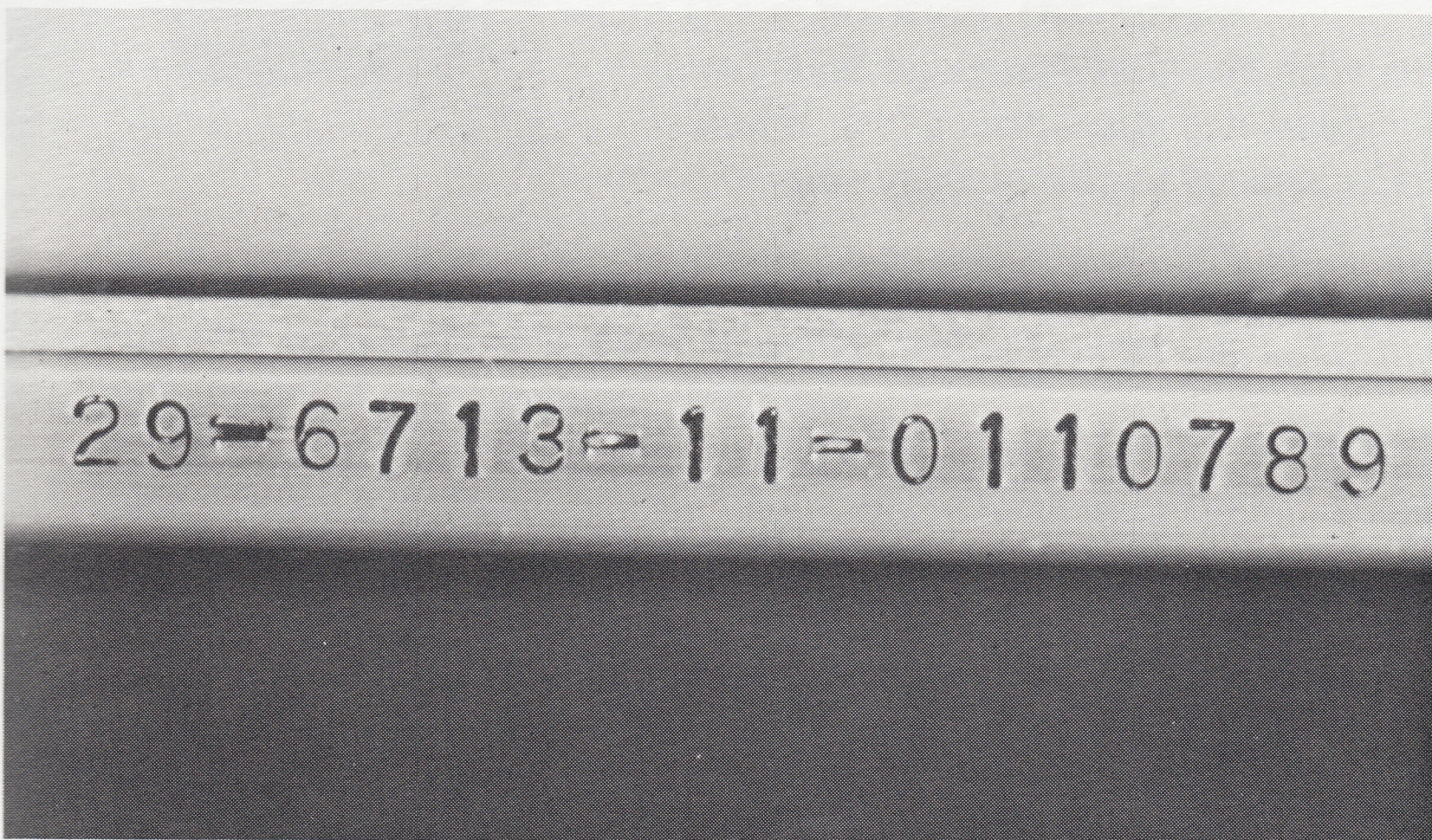
Using the Dust Cover

Cover the typewriter at the end of each day. The dust cover protects the typewriter from scratches and helps keep out dust and other foreign matter.

Typewriter Maintenance

To maintain efficient operation, it is essential that your typewriter receive periodic inspection and lubrication by trained personnel. Your IBM representative can tell you about the advantages of such service provided under the IBM Maintenance Agreement.

Serial Number



1. Raise the acoustical filter hood and cover.
2. Move the carrier to the extreme left.
3. Locate the serial number on the silver bar.

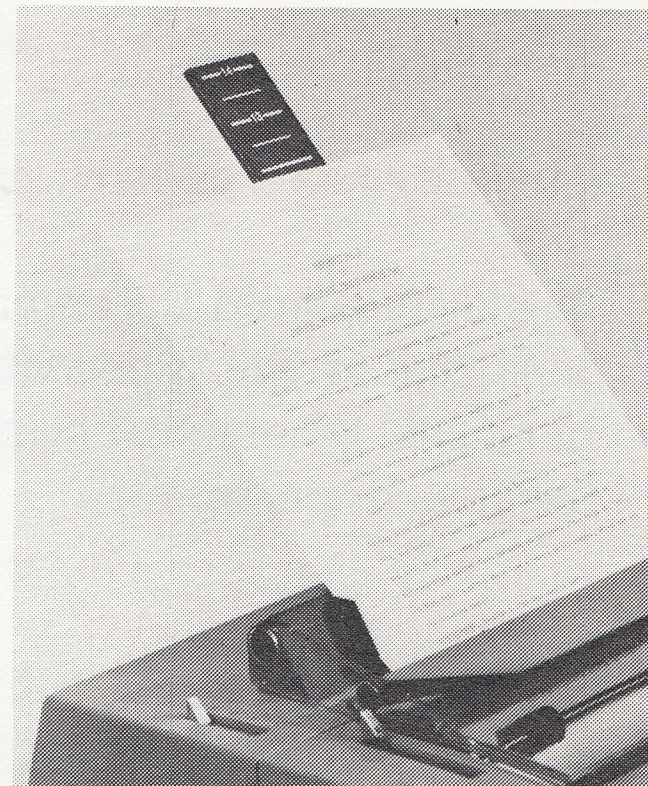
OPTIONAL FEATURES

End-of-Page Indicator for Legal-Size Paper

The end-of-page indicator for legal-size paper accommodates 11-inch, 13-inch, and 14-inch paper.

- For standard 8½ x 11-inch paper (215.9 x 279.4 mm) paper, slide the scale up until it locks into place.
- For 13-inch and 14-inch paper, unfold the top section of the scale and lock into place.

When the top edge of the paper reaches the number on the scale that corresponds to the paper size being used, no space remains on the paper.

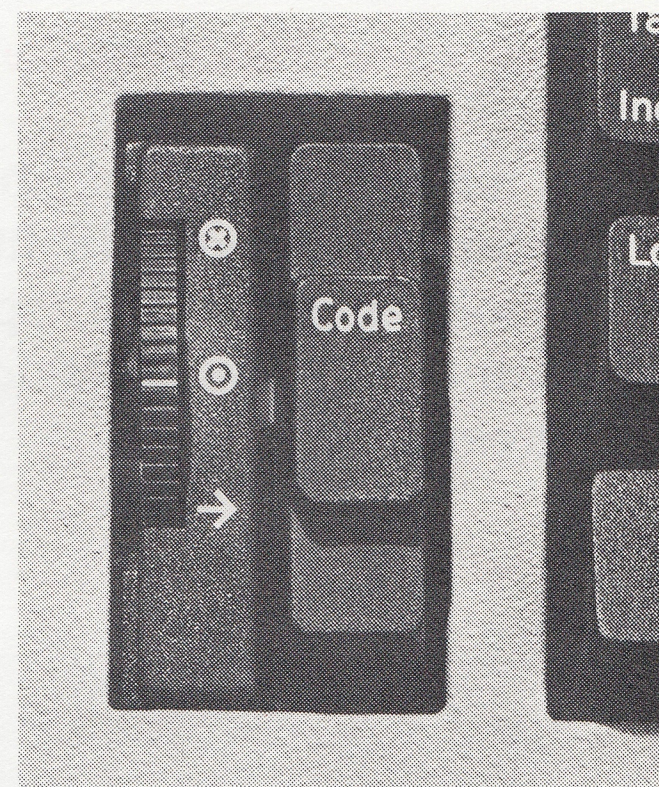


Dual Language

The dual language feature gives you the ability to type a second language while taking maximum advantage of your primary language “touch” typing skills.

When typing in the primary language, set the dual language dial at the ⊙ position. Move the dial to the ⊗ position to type in the secondary language.

Some typewriters equipped with the dual language feature also have a third position — dead key disconnect (→). When the dial is set at →, the carrier spaces to the next typing position for all characters as they print.



Dead Key

If you regularly use a library, language, or trilingual typing element, your IBM Electronic Typewriter 50 should have the dead key feature. With this feature, you can type accent marks without the carrier advancing to the next space.

To use dead key:

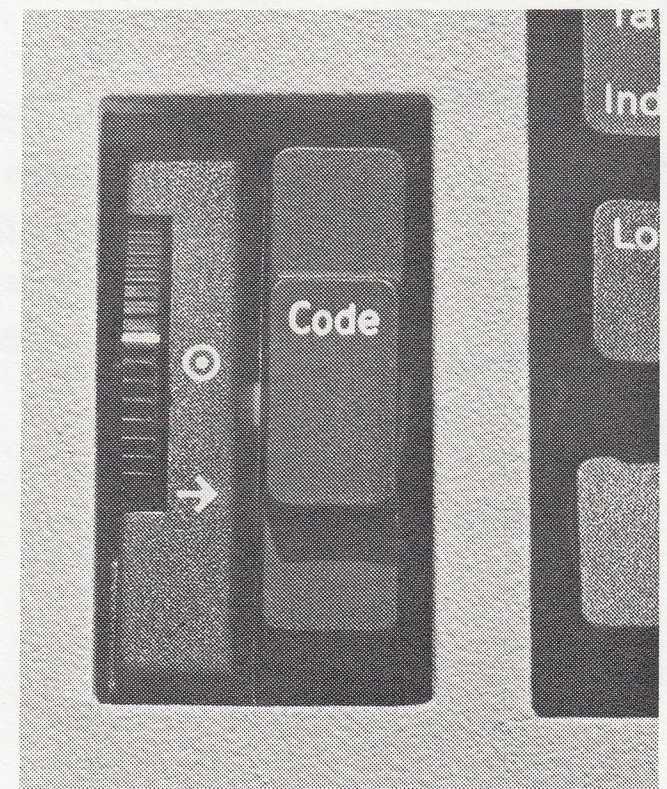
1. Type the accent mark.
2. Type the alphabetic character.
 - The carrier moves after the alphabetic character is typed.

Dead Key Disconnect

Standard correspondence elements can be used on typewriters with the dead key feature through the use of the dead key disconnect.

For normal use of a dead key, set the dead key disconnect dial at the ○ position when using a library, language, or trilingual element.

Set the dial at the → position when using a correspondence element. When the dial is set in the → position, the carrier spaces to the next typing position for all characters as they print.



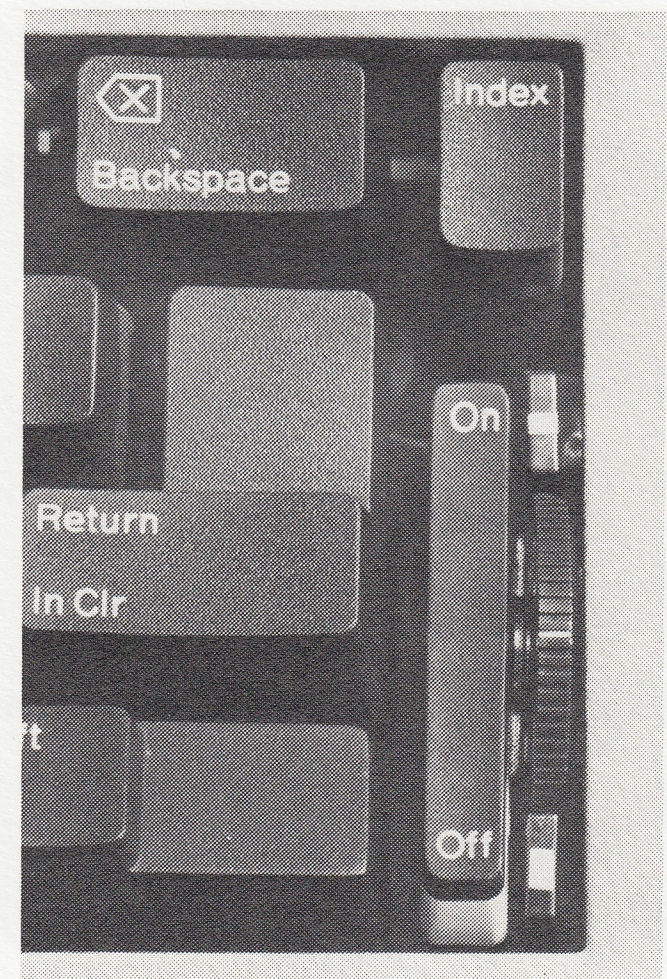
Velocity Control Dial

The velocity control dial is used when typing with foreign language and technical symbol elements.

Hold the dial at the thin mark to type small characters such as accent marks.

Move the dial to the thick line when typing with some foreign language elements that have large characters in the keyboard positions normally reserved for punctuation.

For a standard element, keep the dial at the center position.



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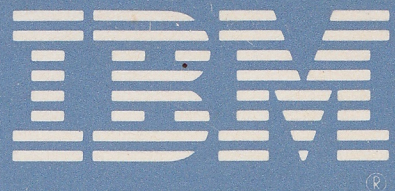
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